

1 **St. Regis School District**

2
3 **INSTRUCTION**

2413
page 1 of 2

4
5 Credit Transfer and Assessment for Placement

6
7 Grades 9-12

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9 Requests for transfer of credit or grade placement from any non-accredited, nonpublic school
10 shall be subject to examination and approval before being accepted by the District. The
11 examination and approval process shall be accomplished by a school counselor or principal or, in
12 the case of home schools, by a credit evaluation committee comprised of a counselor, a staff
13 member from each subject area in which credit is being requested, and a school principal.

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15 The administration will:

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17 (1) Document that a student has spent approximately the same number of classroom hours in
18 home school as would have been spent in a regular class in the District;
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20 (2) Document that a student followed a curriculum which is essentially similar to that of a
21 course for which credit is requested;
22
23 (3) Document that in the event of a credit request in a lab, industrial arts, or music course, the
24 equipment and facilities were sufficient to meet the required learning activities of the
25 course;
26
27 (4) Require that a student has satisfactorily passed, in all courses in which a final exam
28 normally is given, a final exam which was prepared and administered by a staff member
29 in the District.
30

31 The District will approve credit only for home schools that have met all requirements as specified
32 in Montana law. Credit from home schools will be accepted only when a like course is offered in
33 the District.

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35 School transcripts will record courses taken in home schools or non-accredited schools by
36 indicating title of the course, school where the course was taken, and grade.

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38 Only those courses taken in an accredited school will be used to calculate class rank.

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40 Grades 1-8

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42 Requests from parents of students in non-accredited, nonpublic schools for placement in the
43 District school system will be evaluated by an assessment team. That team will include:

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45 1. A school principal;

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4 2. One (1) teacher of the grade in which the student is being considered for enrollment; and

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6 3. One (1) counselor (grades 6-8 only) (OPTIONAL).
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8 The District-adopted norm-referenced test and/or the end-of-the-year subject-matter test will be
9 administered and scored. The assessment team will take into account the following in its
10 recommendation for grade placement:

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12 1. Documentation that the non-accredited, nonpublic school has provided a comparable
13 number of hours as the child would have attended in a public or private school;

14
15 2. That the child followed a similar curriculum as would have been provided in an
16 accredited public or private school;

17
18 3. That the result of the end-of-the-year test indicates the student has mastered most
19 prerequisite skills; and

20
21 4. That the child achieved an NCE score of forty (40) or above on the Standard
22 Achievement Test.
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24 A parent or guardian who disagrees with the placement of a child may request a hearing before
25 the Board.
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29 Legal Reference: 20-5-110, MCA School district assessment for placement of a child
30 who enrolls from a non-accredited, non-public
31 school
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33 Policy History:

34 Adopted on: March 8, 2006

35 Revised on: