

Students

Administrative Procedure – Placement of Nonpublic School Students Transferring into the District

| Person Responsible | Action |
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| Parent(s)/guardian(s) of a nonpublic school student transferring into the District. | Shall perform all school admission requirements contained in Board policy 7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , and administrative procedure 7:50-AP, <i>Administrative Procedure – School Admissions and Student Transfers To and From Non-District Schools</i> . |
| School Principal or designee | <ol style="list-style-type: none"> 1. Meets with parent(s)/guardian(s) as needed to discuss appropriate placement. 2. Inquires about the student's special interests, concerns, and goals. 3. Administers assessment tools including Board exhibit 6:160-E1, <i>Exhibit – Student Home Language Survey</i>. 4. Determines achievement level based on interviews, school records, achievement testing, and/or other appropriate means. 5. Considers special circumstances, e.g., whether the student is: gifted, disabled, homeless, has limited English proficiency, is part of a migrant family, has special medical needs, or has other needs. 6. Before making a placement decision, sees input from appropriate school personnel. 7. Awards credits and determines placement. Course credit awarded to students transferring from a non-graded school or a school that is not recognized by the state education agency, will be given the grade of "P" for passing with no letter or numerical designation for the level of proficiency. 8. Completes other enrollment procedures. |

Approved: January 15, 2009