

ASSIGNMENT/PLACEMENT OF STUDENTS

POLICY STATEMENT

- A. The School District of New London determines the appropriate placement and programming for all students who transfer into the district from public, private, and parochial schools in accordance with established district procedures.

POLICY PROCEDURE

- A. The parents/guardians of a transfer student, or the student if 18 years of age, are asked to provide the district with the student's official transcript or other records of academic accomplishments from the previous school(s). For students transferring within Wisconsin, the school district shall formally request the student's records from the sending district according to State Statute 118.125(4). Specific records requested by the district include grade placement information, attendance documentation, level of academic achievement, subjects enrolled in/completed, credits earned, standardized aptitude/achievement test records, and any other pupil records for students enrolled in special education programs. Placement and programming decisions are made based on the student record information received from the student's previous school and according to the following procedures.
- B. Elementary/Middle School Level Placement
 - 1. If academic transcript or records are not available or do not contain appropriate information upon which to make a placement and/or programming decision, the student is administered nationally standardized achievement tests and/or district-developed criterion-referenced tests. Transfer students may also be administered an academic survey test encompassing areas of language arts and mathematics. The purpose of this test is to assist in classroom instructional placement and programming.
 - 2. When a student transfers from an accredited public, private, or parochial institution or school, the student is generally placed in his/her grade level at the time of transfer. "Transfers from accredited institutions or schools" include transfers from in-state public, private, or parochial institutions and other schools recognized by the DPI and transfers from out-of-state public, private, or parochial institutions accredited by one of the six regional accrediting agencies recognized by the U.S. Office of Education or from a school district that includes at least one school accredited by one of the six regional accrediting agencies recognized by the Office of Education.
 - 3. When a student transfers from a non-accredited institution or a school that is not state or nationally recognized and/or no official transcript or records of academic accomplishments exist, the building principal uses any or all of the following information to determine the student's grade placement:
 - a. The results of district academic testing.
 - b. A review of the student's educational records, including evidence of academic achievement and/or academic work.

- c. The results of an interview of the student conducted by a guidance counselor, school psychologist, or an administrator.
- d. The results of an interview of the student's parent(s)/guardian(s) conducted by the principal or the principal's designee.

C. High School Level Placement

1. When a student transfers from an accredited institution or school as defined above, the student is placed in his/her grade level at the time of transfer and is given a course schedule/assignment similar to the previous school attended and appropriate to the New London High School course sequence. Upon receipt of the official transcript or other records of academic achievement, the building principal and/or designee evaluates the information as follows:
 - a. The principal/designee determines the courses taken and passed at the previous school(s). Students are awarded credit for all courses passed at the previous school(s), and such courses are entered onto the student's New London transcript as "transfer" courses.
 - b. The principal/designee determines the relationship between courses taken at the previous school(s) and state and local graduation requirements. Transfer students must meet state graduation requirements plus local graduation requirements based upon the grade level in which they enter school in the district to be awarded a New London High School diploma. Transfer students are expected to follow grade level subject requirements of the school from which they transferred and the subject requirements for New London for only those years attended at New London.
 - c. The principal/designee determines the number of credits the student is ahead or behind as per normal credit status at New London High School and the number of credits the student will need for graduation from New London High School. The number of credits will not necessarily be the same as that required of students who have been continuously enrolled at New London High School but will be based upon the grade level when the student transferred to New London. For students transferring from schools that have non-Carnegie type systems, the value of the transferring credits is determined on a ratio conversion to the New London system.
 - d. The principal/designee determines transfer course grade values for purposes of establishing grade point average and rank in class at New London High School. All transfer course grades are converted to the New London grading system and honor grading credit is awarded only for a course(s) that is/was grade weighted at New London High School for the year the course(s) was taken by the transferring student.
2. When a student transfers into New London High School from a non-credited institution or a school that is not state or nationally recognized and/or no official transcript or records of academic accomplishments exist, the building principal or designee determines appropriate grade placement and programming aspects for the student as follows:
 - a. The principal or designee evaluates all courses that the parent(s)/guardian or student states have been taken. Courses taken through on-site, correspondence,

- etc., from accredited institutions are automatically accepted for credit, with grades received evaluated according to the New London grading system. If courses taken from accredited institutions have a credit awarding system different from New London, the transferring credits are made on a ratio conversion to the New London system.
- b. For all other courses, written course curriculums plus course instruction time, evaluation procedures, and evidence of student course attendance and achievement must be provided if consideration is expected to be given to the awarding of credit.
 - c. In establishing grade values for courses accepted from non-credited institutions, the transfer student must take the New London semester exam(s) for said course(s). The student is given a course grade the same as the exam grade received. For courses the student took which are not offered at New London High School, an exam is developed and grading standards created regarding the course content. The exam and grading standards are developed by a faculty committee with involvement from the student's parent(s)/guardian or adult student.
3. Courses and grades from accredited institutions and those received from testing are entered onto the student's transcript as "transfer" courses and are used to determine student grade point average and rank in class.
- a. The principal or designee compares courses accepted with state and local graduation requirements. Students must meet state graduation requirements plus local graduation requirements based upon the grade level in which they enter school in the district to be awarded a New London High School diploma.
 - b. The principal or designee determines the number of credits the student is ahead or behind as per normal credit status at New London High School and the number of credits the student will need for graduation from New London High School. The number of credits will not necessarily be the same as that required of students who have been continuously enrolled at New London High School but will be based upon the grade level when the student transferred to New London High School.
- D. Each student (K-12) who transfers into the School District of New London has a 45 school day probationary period during which time the student is expected to demonstrate classroom academic skills commensurate with the student's placement. If during this time school officials determine the placement needs to be revised, the principal may make a placement revision.
- E. In the event that the student's parent(s)/guardian or adult student is not satisfied with the placement and/or transcript/records evaluation, a written appeal may be made to the district administrator. Should the parent(s)/guardian or adult student not be satisfied with the decision of the district administrator, a written appeal may be made to the school board. The decision of the school board is final.

LEGAL REFERENCE:

CROSS-REFERENCE: