

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 433.2 - ASSIGNMENT/PLACEMENT OF STUDENTS

- 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/Intermediate/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 may be 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.
- 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 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. 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.
 - b. If requesting 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.
 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.
- 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.

ADOPTION DATE: July 13, 1998

REVISION DATE(S): February 11, 2019

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CROSS-REFERENCE: Policy 433.2 Assignment/Placement of Students

LEGAL REFERENCE: