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## **POLICY 8.20**

**5-A** I recommend the Board approve the proposed revised Policy 8.20, entitled "Transfer of High School Credits."

[Contact: Beth Gillespie, 434-7458.]

### Development CONSENT ITEM

- The revision is necessary to update the Policy to conform with the September, 2003 revision of State Board of Education Rule 6A-1.09941, "State Uniform Transfer of High School Credits."
- This Policy supplements and interprets the State Board Rule which establishes uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools.
- A work group led by Beth Gillespie of Student Services and Home Education, and consisting of several District administrative personnel, finalized the draft of this Policy.

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## TRANSFER OF HIGH SCHOOL CREDITS

Purpose.-- The purpose of this Policy is to supplement State Board of Education 5 Rule 6A-1.09941, "State Uniform Transfer of High School Credits," which 6 establishes uniform procedures relating to the acceptance of transfer work and 7 credit for students entering Florida's public schools. The procedures shall be 8 consistent with the Board's Student Progression Plan under Policy 8.01 and are as 9 follows: 10 11 Credit Transfer Procedure .-- Credits and grades earned and offered for 12 2. acceptance shall be based on official transcripts from an educational institution or 13 program and shall be accepted at face value subject to validation if required by 14 Policy 8.12 (or successor policy) of the Southern Association of Colleges and 15 Schools (SACS). 16 17 Validation. if Needed.-- The principal shall validate transfer credit(s), which shall 18 be validated through performance during the first grading period the student is 19 enrolled, as outlined in section (4) of this Policy if: 20 21 validation of the official transcript is deemed necessary under the SACS 22 <u>a.</u> policy: 23 b. the student does not possess an official transcript; or 24 the student is a home education student without an official transcript from an 25 <u>C.</u> educational institution or program. 26 27 Validation Process.-- Validation of credits shall be based on performance in 28 4. courses at the receiving school. A student transferring into a school shall be placed 29 30 in the appropriate sequential course(s) and should have a minimum grade point average of 2.0 per course being validated at the end of the first grading period the 31 student is enrolled. Students who do not meet this requirement shall have credits 32 validated using the Alternative Validation Procedure. as outlined in section (5) of 33 34 this Policy. 35 Alternative Validation Procedure .-- If validation based on performance as 36 5. described above is not satisfactory, or when it is not applicable because there is no 37 sequential course, then any one of the following alternatives shall be used for 38 validation purposes as determined by the teacher, principal, and parent; 39 40 Portfolio evaluation by the Superintendent or designee: 41 a. 42 b. Written recommendation by a Florida certified teacher selected by the parent 43 and approved by the principal: 44

45 46 47		<u>c.</u> Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
48 49 50		d. Demonstrated proficiencies on nationally-normed standardized subject area assessments:
50 51 52		e. Demonstrated proficiencies on the FCAT; or
53 54		<u>f.</u> Written review of the criteria utilized for a given subject provided by the former school.
55 56	6.	Assessment Preparation Students must be provided at least ninety (90)
57 58 59	<u>v.</u>	calendar days from date of transfer to prepare for assessments outlined in subsections (5)(d) and (e) of this Policy, if required.
59 60 61 62	<u>7.</u>	<b>Appeal</b> The student's custodial parent/guardian may appeal the principal's decision regarding the validation of credits within fourteen (14) calendar days of the decision to the Superintendent/designee.
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64 65	1.	This policy supplements State Board of Education Rule 6-1.099.
66 67 68 69 70 71	<u>2.</u>	A transfer student cannot be required to spend additional time in a Florida high school in order to meet Florida graduation requirements provided the student has met all requirements of the school district, state or country from which he/she is transferring. However, to receive a Florida high school diploma, a transfer student must pass the appropriate state test required for graduation.
72 73 74 75	3.—	Work or credits earned at another school, community college or university shall be based on an official transcript authenticated by the proper school authority or as provided by school board policy for grade placement based on incomplete or inadequate records.
76 77 78 79	4.	Work or credits earned from a state or regionally accredited public or private school or institution shall be accepted at face value, subject to validation if deemed necessary by the principal.
80 81 82	<del>5.</del>	Work or credits earned by opportunity scholarship students from private schools shall be accepted at face value, subject to validation if deemed necessary by the principal.
83 84 85 86	<del>6.</del>	Work or credits earned from a nonaccredited public or private school or institution will be validated by the principal through satisfactory completion of academic work in the district within a forty-five (45) day grading period or equivalent marking period or to passing appropriate examinations on each subject for which credit is sought.
87 88 89 90 91		a. The student who does not satisfactorily complete a course(s) during the forty five (45) day grading period or equivalent marking period shall be provided remedial assistance or placed in the appropriate course level according to the district's pupil progression plan.

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93	7. Work or credits for home education students who transfer into the public school system			
94	shall be granted based on one or more of the following criteria, as appropriate:			
95 06	a. Demonstrated academic performance in the classroom;			
96 97		a. Demonstrated academic p	enormance in the classroom,	
98 99		b. Portfolio evaluation by the	superintendent/designee;	
99 100 101 102		<ul> <li>Written recommendation b approved by the principal;</li> </ul>	by a Florida certified teacher selected by the parent and	
102 103 104 105		d. Demonstrated performanc public or private accredited	e in courses taken through dual enrollment or at other deschools;	
105 106 107		e. Demonstrated proficiencie	s on standardized subject area assessments; or	
108 109 110			s on the Florida Comprehensive Assessment Test (FCAT) ance standards as pursuant to Florida law and state board	
111 112 113 114	ctions (7)(e) and (7)(f) are used, the student has at least epare for the tests.			
114 115 116 117 118		enrollment in the public school	d within the first ninety (90) calendar days of the student's system. However, if the assessments in sections (7)(e) and redits must be completed by the end of the school year.	
119 120 121	8.	The student's custodial parent/g validation of credits within fourte	guardian may appeal the principal's decision regarding een (14) calendar days to the superintendent/designee.	
121	STATUTORY AUTHORITY:		§§ <u>1001.41(2)</u> ; <del>230.22(2);</del> <del>230.23(22);</del> <u>1001.43(8);</u> <del>230.23005(8),</del> Fla. Stat.	
	LAWS IMPLEMENTED:		§§ <del>120.23(6)(a), (11);</del> <u>1003.25(3)</u> <del>232.23</del> , Fla. Stat	
	STATE BOARD RULE SUPPLEMENTED:		Rule 6-1.099 <u>6A-1.09941</u> , Fla. Admin. Code	
	HISTORY:		03/26/01;/04	

Legal Signoff:

The Legal Department has reviewed proposed Policy 8.20 and finds it legally sufficient for development by the Board.

Attorney

Date