

TRANSFER STUDENTS

Transfer Students

Students transferring to district schools from other schools or a Home-Based Private Educational Program as defined in Sec. 115.001 (3g) and 118.15 (4) Wis. Stats. shall provide the District with transcripts and/or other records evidencing their level of academic achievement, subjects completed, credits earned and results of standardized testing. Students shall be placed in the appropriate grade level and/or courses as indicated by records provided to the District. Agreed upon entry registration assessments will be determined and applied if necessary for further information about students.

1. Students who have been in attendance in a Home-Based Private Educational Program for a period of ninety (90) calendar days or more shall furnish the building administrator with the following:
 - a) documentation of the Home-Based Private Educational Program
 - b) a copy of Home-Based Private Educational Program from Wisconsin DPI Form PI1206 (Rev. 1-86);
 - c) a copy of the school calendar that verifies that each school term of Home-Based Education instruction consisted of a minimum of 875 hours (Wis. Stats. s. 118.165 (1));
 - d) copies of the sequential curriculum that was taught in the six (6) mandated subject areas (s.118.165 (1))
 - e) records of student performance for each course taken

2. Students transferring into the District that have been approved for free or reduced lunch benefits at their previous school shall provide a copy of their approval letter for continuation of their existing lunch benefit. If no proof of benefit is provided, the family will be required to complete a new Free and Reduced Price School Meals Family Application.

Upon receipt of the above documentation, the building administrator will place students at the appropriate grade levels.

An adult student, or his or her parent or legal guardian, may appeal a student placement in writing directed to the Superintendent of Schools based upon the belief that the examination is inappropriate, unreliable, and/or irrelevant and the tests and placement will be reviewed by the Board of Education.

Students placed under this policy shall be subject to a probationary period of twenty (20) school days after placement to determine whether original placement was in the best interests of the student. If a revised placement is deemed necessary to the best interests of the student by the school administrator, the administrator shall make such placement within fifteen (15) school days after the probationary period ends.

Students transferring into the District and who are placed in grades 9, 10, 11 and 12 pursuant to this policy may be granted equivalent units of credit for graduation upon furnishing transcripts or other records evidencing the successful completion of courses meeting the credit requirements set forth in Board Policy 5127 including the same time allotment, substantially the same course content and objectives.

Adopted: 11/23/92
Revised: 6/27/11