

PROCEDURES FOR PLACING TRANSFER STUDENTS

420-Rule 1

Waunakee Community School District

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Any student who has been in attendance in an educational program other than in the Waunakee Community School District for a period of 45 days or more, and who wishes to enter or re-enter the District shall be required to comply with the following procedures:

A. **Grade Placement**

The District reserves the right to determine grade placement of all students entering or re-entering the school system. The building principal, with the assistance of the school counselor and other appropriate staff members, shall determine all grade placements of students.

Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry based upon the academic records received from the student's previous school. If transcripts or other records evidencing the student's level of academic achievement, subjects completed, credits earned and/or results of standardized testing are unavailable, incomplete or if accreditation/certification of previous schooling is not able to be secured, a standardized test(s) may be administered to determine the student's achievement level and appropriate grade placement. This test shall be administered by the building principal or designee. Placement decisions shall be made based on the test results and the student's ability to demonstrate learning appropriate to the proper placement.

Students identified as having special needs (e.g., students with disabilities, English language learners) shall be placed in appropriate programs and provided appropriate services in accordance with established District policies and procedures and applicable legal requirements.

B. **High School Placement**

High school credits shall be awarded based on the academic record information received and/or the results of any placement/achievement tests. Course credits earned at a public high school or other accredited high school shall generally be accepted as recorded by the former school, with the credit units being adjusted if necessary to reflect the District's comparable units. Transfer credit may be rejected if the District determines that the nature of the work reflected by the proposed transfer credit has no reasonable correlation to credit-eligible work in the District. High school credit for work completed while in a home-based private educational program will be based on an assessment of all information that is made available to District staff in light of the District's high school curriculum and course standards.

Approved transfer credits will be identified as either satisfying a specific graduation requirement or as elective credit that has been completed in excess of required credits. As determined under the applicable high school grading policy, the District will either (1) record a transfer course on a pass/fail basis; or (2) associate and record a transcript grade with a transfer course.

C. **Interim Placement Period**

Each student placed in the District from schools or educational programs outside the District shall have an interim period of 45 school days to demonstrate appropriate academic progress in the placement. If during this interim placement period school officials determine that the student's placement needs to be reviewed, the building principal or designee may make a placement revision.

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D. Appeals

In the event that there is an appeal on behalf of the student regarding the placement of a student, a written appeal may be made to the building principal of the school in which the student is initially placed, and then to the District Administrator. The decision of the District Administrator shall be final.

Decisions regarding transfer courses, transfer credits, and grades associated with transfer courses for high school students may be appealed to the High School Principal and then to the District Administrator, whose decision on the appeal shall be final.

Adoption Date: 4/22/91

Revised: March 1994
12/11/95
March 2002
September 2023

Cross References:

WASB PRG 420 Sample Rule 1
345.4, Student Promotion and Retention
345.5, Graduation Requirements
420, School Admissions
Special Education Handbook
433, Assignment of Students to Classes