

POLICY 8.20

4-A I recommend the Board adopt the proposed revised Policy 8.20, entitled "Transfer of High School Credits."

[Contact: Beth Gillespie, 434-7458.]

Adoption

CONSENT ITEM

- The Board approved development of this revision on March 1, 2004.
- 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 is closely based on 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 revision.

POLICY 8.20

TRANSFER OF HIGH SCHOOL CREDITS

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

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48 c. Demonstrated performance in courses taken through dual enrollment or at
49 other public or private accredited schools;

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51 d. Demonstrated proficiencies on nationally-normed standardized subject area
52 assessments;

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54 e. Demonstrated proficiencies on the FCAT; or

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56 f. Written review of the criteria utilized for a given subject provided by the former
57 school.

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59 6. Assessment Preparation.-- Students must be provided at least ninety (90)
60 calendar days from date of transfer to prepare for assessments outlined in
61 subsections (5)(d) and (e) of this Policy, if required.

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63 7. Appeal.-- The student's custodial parent/guardian may appeal the principal's
64 decision regarding the validation of credits within fourteen (14) calendar days of the
65 decision to the Superintendent/designee.

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67 1.— ~~This policy supplements State Board of Education Rule 6-1.099.~~

68
69 2.— ~~A transfer student cannot be required to spend additional time in a Florida high school in~~
70 ~~order to meet Florida graduation requirements provided the student has met all~~
71 ~~requirements of the school district, state or country from which he/she is transferring.~~
72 ~~However, to receive a Florida high school diploma, a transfer student must pass the~~
73 ~~appropriate state test required for graduation.~~

74
75 3.— ~~Work or credits earned at another school, community college or university shall be based~~
76 ~~on an official transcript authenticated by the proper school authority or as provided by~~
77 ~~school board policy for grade placement based on incomplete or inadequate records.~~

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79 4.— ~~Work or credits earned from a state or regionally accredited public or private school or~~
80 ~~institution shall be accepted at face value, subject to validation if deemed necessary by the~~
81 ~~principal.~~

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83 5.— ~~Work or credits earned by opportunity scholarship students from private schools shall be~~
84 ~~accepted at face value, subject to validation if deemed necessary by the principal.~~

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86 6.— ~~Work or credits earned from a nonaccredited public or private school or institution will be~~
87 ~~validated by the principal through satisfactory completion of academic work in the district~~
88 ~~within a forty-five (45) day grading period or equivalent marking period or to passing~~
89 ~~appropriate examinations on each subject for which credit is sought.~~

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91 a. ~~The student who does not satisfactorily complete a course(s) during the forty five (45)~~
92 ~~day grading period or equivalent marking period shall be provided remedial~~
93 ~~assistance or placed in the appropriate course level according to the district's pupil~~
94 ~~progression plan.~~

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96 7. ~~Work or credits for home education students who transfer into the public school system~~
97 ~~shall be granted based on one or more of the following criteria, as appropriate:~~

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99 a. ~~Demonstrated academic performance in the classroom;~~

100
101 b. ~~Portfolio evaluation by the superintendent/designee;~~

102
103 c. ~~Written recommendation by a Florida certified teacher selected by the parent and~~
104 ~~approved by the principal;~~

105
106 d. ~~Demonstrated performance in courses taken through dual enrollment or at other~~
107 ~~public or private accredited schools;~~

108
109 e. ~~Demonstrated proficiencies on standardized subject area assessments; or~~

110
111 f. ~~Demonstrated proficiencies on the Florida Comprehensive Assessment Test (FCAT)~~
112 ~~and/or other state performance standards as pursuant to Florida law and state board~~
113 ~~rules.~~

114
115 ~~If assessments described in sections (7)(e) and (7)(f) are used, the student has at least~~
116 ~~ninety (90) calendar days to prepare for the tests.~~

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118 ~~Validation of credits are required within the first ninety (90) calendar days of the student's~~
119 ~~enrollment in the public school system. However, if the assessments in sections (7)(e) and~~
120 ~~(7)(f) are utilized, validation of credits must be completed by the end of the school year.~~

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122 8. ~~The student's custodial parent/guardian may appeal the principal's decision regarding~~
123 ~~validation of credits within fourteen (14) calendar days to the superintendent/designee.~~

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STATUTORY AUTHORITY: §§ 1001.41(2); ~~230.22(2)~~; ~~230.23(22)~~; 1001.43(8);
~~230.23005(8)~~, Fla. Stat.

LAWS IMPLEMENTED: §§ ~~120.23(6)(a), (11)~~; 1003.25(3) ~~232.23~~, Fla. Stat..

STATE BOARD RULE 6-1.099 6A-1.09941, Fla. Admin. Code
SUPPLEMENTED:

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