

ADMISSION OF TRANSFER STUDENTS

The following procedures shall apply to any student who enters or re-enters the School District of West Salem from another public school, private school or home-based private educational program.

- A. Registration: It shall be the responsibility of each student's parent/guardian or adult student to complete official registration forms prior to the student's assignment to a grade or schedule of classes by the building principal.
- B. Transcripts: Students shall be required to provide transcripts including attendance information, level of academic achievement, classes completed, credits earned and standardized achievement test records. (Forms to request the transfer of information are available in the school office.) If transcripts are not available or do not contain appropriate information upon which to make placement decisions, the student shall be administered nationally standardized achievement tests and/or district developed criterion-referenced tests to assist the building principal, guidance counselor and other appropriate personnel in making the proper placement.
- C. Placement: The building principal, with the assistance of the guidance counselor and other appropriate personnel, shall determine all grade and subject placements. In reaching placement decisions, consideration shall be given to:
 - 1. The grade level, which the student has attained at the time of entry or re-entry;
 - 2. Results from achievement tests and/or district-developed criterion-based referenced tests; and
 - 3. The student's chronological age, general knowledge and/or social maturity.

Placement in an exceptional educational needs (EEN) program shall follow the mandated procedures and placement in the district's gifted and talented program or at-risk program shall follow district procedures.

West Salem School District
Policy 420-Rule

- D. Awarding of High School Credits: The awarding of credits applied toward high school graduation shall be determined by the high school principal in consultation with appropriate school personnel on the basis of "Carnegie Units for Credit." (1/2 credit per daily class for one semester, make-up classes will be credited for a 60-clock hour summer school session or equivalent and initial course enrollment through a WWTC or similar program shall transfer at the rate of 1/2 credit for 70 clock hours of instruction). A West Salem High School diploma shall not be awarded to students who have not completed School District of West Salem or state of Wisconsin requirements for graduation.
- E. Grade Point Average and Class Rank: Grades for courses successfully completed beginning at the ninth grade level where the courses have been equivalent to those provided by the district shall contribute to the student's grade point average and class rank.
- F. Probationary Period: Each transfer student placed in the School District of West Salem shall have a 45 school day probationary period during which time the student shall be expected to achieve academically at a satisfactory level and demonstrate appropriate social and educational interaction with his/her peers. If the placement needs to be revised, the building principal shall make a recommendation within 15 school days prior to the end of the probationary period.
- G. Appeals: In the event there is an appeal on behalf of the student regarding the placement and/or credit earned, the district's appeal process shall be utilized.

APPROVED: March 22, 2004