

DE SOTO AREA SCHOOL DISTRICT

420-Rule

GUIDELINES FOR ADMISSION OF TRANSFER STUDENTS

Any student who enters or reenters the De Soto Area School District from other public schools, private schools or home-based private educational programs shall be required to comply with the following procedures.

1. Full-Time Status - Any student who enters or reenters the De Soto School District from other public schools, private schools, or home-based private educational programs shall be enrolled as a full-time student.
2. Registration - Official registration forms shall be completed prior to assignment to a grade or schedule of classes by the building principal.
3. Transcripts
 - a. Students transferring from other public school systems, private schools or home-based private educational programs shall be required to provide a transcript or other record of academic accomplishments including attendance information, level of academic achievement, subjects completed, credits earned and standardized achievement test records prior to assignment to a grade or a schedule of classes by the building principal.
 - b. If academic transfer records 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.
4. Placement
 - a. The De Soto Area School District reserves the right to determine grade placement of all students entering or reentering the school system. Principals, with assistance of guidance counselors and other appropriate staff members, shall determine all grade or subject placement of students.
 - b. In making placement decisions, consideration shall be given to:
 1. the grade level which the student has attained at the time of entry or reentry;

2. achievement of the 35th percentile or above on appropriate achievement tests and/or District developed criterion-referenced tests; and
 3. the student's chronological age, knowledge and/or social maturity.
- c. Placement recommendations shall be reviewed by school officials and the student's parent(s)/guardian.
 - d. An assignment to special education shall be based on an individualized education program (IEP) team evaluation and recommendation in accordance with state law. Parent(s)/guardian(s) must be notified of such placement and consent to the placement.
 - e. Each student placed in the District from other public schools, private schools or home-based private educational programs shall have a 45 school day probationary period during which time the student shall be expected to demonstrate classroom academic skills commensurate with the student's placement. If at this time, school officials determine the placement needs to be revised, the principal may make a placement revision within 15 school days of the end of the probationary period.
 - f. A written appeal on behalf of the student may be made to the Board of Education within 10 days of the placement decision. The decision of the Board shall be final.

5. Awarding of High School Credits

- a. Awarding of credits to be applied toward high school graduation shall be determined by the high school principal or designee in charge of registering students. Students shall be awarded credits toward graduation upon verification of successful completion of semester length courses from recognized and accredited secondary level educational programs.
- b. Courses taken in other public schools, private schools or home-based private educational programs shall be recorded on the student's permanent record card. Letter grades shall, however, only be recorded if they were earned at recognized and accredited secondary level educational programs. Courses completed at secondary level educational programs not recognized or accredited shall be recorded as satisfactory.

- c. In order to receive a De Soto Area School District diploma, the student must meet all requirements for graduation as established by the Board.

6. Enrollment of an Expelled Student

The District is not required by law to enroll a student during the term of his or her expulsion from another school district. If a student who has been expelled from another district seeks to enroll in the De Soto Area School District, the following procedure will be followed:

- a. The student and his/her parent(s)/guardian will make a written request for enrollment to the administration.
- b. Within five days of receiving the student's request for enrollment, the administration will request a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the length of the term of the expulsion from which the student was expelled.
- c. Within 10 working days upon receipt of the above stated material, a Board hearing will be set to determine the acceptance or non-acceptance of the student's request for enrollment.
- d. Within five days of the Board hearing, a certified letter shall be sent to the student and parent(s)/guardian stating the decision of the Board.

CROSS REF.: 344, Student Placement
345.1, Grading Systems
345.3, 8th Grade Advancement
345.4, Grade Advancement
345.41, Grade Level Acceleration

APPROVED: August 28, 1995

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