

JECDA-AR Transcript/Records Evaluation

LINCOLN COUNTY SCHOOL
DISTRICT

Code: **JECDA-AR**
Adopted: 10/28/86
Revised: 7/9/02
Orig. Code(s): R5125.1

Transcript/Records Evaluation

Grade Placement of Students

To determine the placement for students enrolled in grades 1-8, the parent/principal will select one of the following options:

1. The grade appropriate to the student's chronological age;
2. The grade appropriate to the student's level of function;
3. The grade appropriate to the last grade completed.

To determine the placement for nondisabled students enrolled in grades 9-12, the following rules shall be used:

1. In order to be placed as a freshman (grade 9), the student must:
 - a. Have completed fewer than six secondary level unit credits;
 - b. Enroll in the number of classes appropriate to complete the student's planned program of study;
 - c. Take those courses previously not completed, but required by the receiving school for the specific grade level;
 - d. Students may take seven classes if they had a GPA of 3.0 or better in middle school*.
2. In order to be placed as a sophomore (grade 10), the student must:
 - a. Have completed 6 but fewer than 12 secondary level unit credits;
 - b. Enroll in the number of classes appropriate to complete the student's planned program of study;
 - c. Take those courses previously not completed, but required by the receiving school for the specific grade level;
 - d. Students may enroll in seven classes if accumulative GPA is 2.0 or better*.
3. In order to be placed as a junior (grade 11), the student must:
 - a. Have completed 12 but fewer than 18 secondary level unit credits;
 - b. Enroll in the number of classes appropriate to complete the student's planned program of study;
 - c. Take those courses previously not completed, but required by the receiving school for the specific grade level;
 - d. Students may enroll in seven classes if accumulative GPA is 2.0 or better*.
4. In order to be placed as a senior (grade 12), the student must:
 - a. Have completed at least 18 secondary level unit credits;
 - b. Enroll in the number of classes appropriate to complete the student's planned program of study;
 - c. Take those courses previously not completed, but required by the receiving school for the specific grade level;
 - d. Students who have less than a 2.0 GPA may appeal to take seven classes*.

* Effective the 2003-04 school year.

Disabled students may be placed in accordance with grade 1-8 procedures.

Transfer of Credit

The transferring student will be granted credits equivalent to those earned in the previous high school attended.

1. Required Units - The school counselor will evaluate the transferring student's transcript and determine those courses and credits which are equivalent to those required for graduation by the district.
2. Elective Units - The school counselor shall review the transferring student's transcript and those units which do not meet the criteria as "required units" shall, within the guidelines of the Oregon Department of Education, be granted as elective units of credit.

Correspondence school credits shall be granted.

College credits shall be granted at the ratio of: three college credits = 1/3 Carnegie Units.

In order to complete the credit requirements for graduation from a Lincoln County school, the student record must demonstrate that all required units of credit, elective units of credit and competencies have been completed.

Competencies Requirements

All district competencies which have not been verified through a review process of the student's transcript will be completed through the process prescribed by the department of curriculum and instruction.

Graduation Option

Transferring senior students may elect to meet the requirements of the previous school attended and receive the previous school's diploma.

CIM/CAM

1. Students transferring from another standard Oregon public school, district alternative program or private alternative program registered with the ODE will be eligible to receive all or part of the Certificate of Initial Mastery (CIM) or the Certificate of Advanced Mastery (CAM) on the same basis as students completing CIM benchmarks or CAM endorsement requirements in district schools.
 - a. The district will evaluate student assessment results, including portfolio/work sample evidence, to ensure performance-based assessments and content-based assessments have been benchmarked to mastery levels.
 - b. Students transferring who have not met or have exceeded the benchmark standards on the most recent statewide assessment at grades 3, 5, 8 and 10 for a CIM will be provided additional services, alternative education or other public school options, as appropriate, based on criteria established by the district for determining whether students have demonstrated the knowledge and skills necessary to perform successfully at each level.
2. Students transferring from a public school in another state or country, from a private school in Oregon, another state or country, including students who meet the requirements for migrant education, or from home schooling may receive a CIM if the student meets all of the state and local requirements.
 - a. The district will provide the student with a reasonable opportunity to participate in all activities applicable and appropriate for the student that are required to obtain a CIM, including but not limited to, state assessments and work samples.
 - b. The district will evaluate a transfer student's educational records and other student work, if any, and score, where appropriate, student-produced work samples for purposes of meeting CIM requirements.
3. For private or home-schooled students, the district will, upon request, develop a CIM completion plan, including the opportunity to:
 - a. Participate in state-administered assessment;
 - b. Have work samples scored; and
 - c. Meet all locally assessed CIM requirements and additional district CIM

requirements, if any.

- d. The district may charge a reasonable fee for administering and scoring state assessments and work samples.

Appeals

Transcript evaluation decisions may be appealed to the superintendent or designee.