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**STUDENTS - ENROLLMENT OF STUDENTS AND ACCEPTANCE OF CREDITS FROM NON-ACCREDITED PRIVATE, NON-PUBLIC, OR OTHER SPECIAL SCHOOL**

Adoption Date: September 24, 1991; Revised June 11, 1996;  
Revised February 12, 2013; February 13, 2018

Legal Ref:

Cross Ref: Board Policy #10000-06-01

Children seeking enrollment in Westfield Washington Schools (WWS) shall be required to submit documentation, unless exceptions apply under federal or state law.

1. Requirements, All Grades:

Birth certificate; completed up-to-date immunization record; social security number; certification (records) from sending school regarding grade placement, latest report card, test scores, any IEPs or psychological reports, proof of residency, and other acceptable evidence.

In determining the placement of a student entering from non-accredited private, non-public, or other special school, the principal is to respect the data provided by the sending school. At the time of enrollment, the principal shall advise the parent or guardian that the suitability of the student's placement will be evaluated and any adjustment required will be made upon the basis of testing evaluation and consultation with the parent or guardian.

WWS administration maintains sole discretion for placing a student in the appropriate grade or class, in consultation with the student's parents and Superintendent. There is no appeal process.

3. First Grade:

Children who are underage for first grade, even though they have attended a non-accredited private, non-public, or other special school, will receive initial placement in first grade upon meeting the age requirement. Children who are underage for first grade, but have embarked on their education in an out-of-state accredited private or public school and transfer into Westfield Washington Schools may continue their education uninterrupted. However, this cannot be construed to include Westfield Washington School residents who enroll their children in another school corporation in order to circumvent the beginning age rule. (See Board Policy #10000-06-01) Placement may be subject to screening and evaluation as outlined in policy statement handbook.

4. Elementary and Middle School:

Grade placement of an elementary or middle school student transferring to Westfield Washington Schools from a non-accredited private, non-public, or other special school shall be determined by the building principal and staff. The determination shall be based on available data received from sending school, any testing or evaluation that may be necessary, and any other information deemed appropriate by the principal. Appropriate standardized tests may be administered and evaluated by a guidance counselor and principal when transfer records are lacking test results. The parent will be assessed the cost of all testing. This fee shall be paid in advance of testing.

5. Senior High School:

Westfield High School will enroll students transferring from non-accredited schools. Credits earned in a non-accredited school will not be accepted by or transferred to Westfield High School.

- A. Academic placement shall be based upon available data, testing, and credits accepted by Westfield High School as determined by the high school principal.

Students enrolling will be given full credit for each course in which the student received a "D" or above and the course was taught by a certified teacher at an accredited institution, and the course meets our course guidelines, i.e. (subject matter, minutes per week, etc.);:

- a. Credits deemed accepted will transfer in as grade earned from prior school but transferred in to meet Westfield Washington Schools' district GPA point system.
- b. Honor courses from prior school will transfer in with additional .5 weights if the honors course is offered at Westfield High School.
- c. Classes retaken for higher grade will both be factored into GPA with .5 credits awarded for both passing grades.

- B. Appropriate tests may be administered and evaluated for the purpose of academic placement by a guidance counselor and principal. The parent/student will be assessed the cost of the test when testing is necessary. This fee shall be paid in advance of the testing.