

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**420 – Rule (1)**

**PROCEDURES FOR PLACING TRANSFER STUDENTS**

Any student who has been in attendance in an educational program other than in the Dodgeland School District for a period of one semester or more, and who requests to enter or re-enter the District on a full-time basis shall be required to comply with the following procedures:

**A. Grade Placement**

The District reserves the right to determine grade placement of all students entering or re-entering the school system. The building principal, with the assistance of the school counselor, school psychologist, classroom teachers and other appropriate staff members, shall determine all grade placements of students.

Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry based upon the academic records received from the student's previous school.

1. Student transfers from a Wisconsin public or private school recognized by the Department of Public Instruction, or from a school outside Wisconsin accredited according to federal regulations, shall be placed at the appropriate grade at the time of transfer based on academic records.
2. If transcripts or other records evidencing the student's level of academic achievement, subjects completed, credits earned and/or results of standardized testing are unavailable, incomplete or if accreditation/certification of previous schooling is not able to be secured, student and parent interviews may be conducted and examinations may be administered to determine the student's achievement level and appropriate grade placement. Examinations shall be determined jointly by the building principal and other staff members representing the appropriate grade levels and/or subject areas. Examinations may consist of semester exams, standardized assessments and other measures deemed necessary. Examinations shall be administered by the school counselor, school psychologist and/or reading specialist. Placement decisions shall be made based on the examination results and the student's ability to demonstrate learning appropriate to the placement.

When considering grade and subject placement and whether credit will be given for courses taken while attending school outside of the District, the content of the courses will be reviewed. The content of the courses will be compared to the content required by the state for granting credit in required areas of study. A review of the number of hours each course was taught will also be done to determine whether the hours are equivalent to the normal hours required for granting similar credit.

Placement recommendations shall be at the grade level felt to be appropriate to the student's chronological age and academic achievement level. Placement of a student in a grade level above or below his/her chronological peers shall only be done when there is documentation that such a placement is necessary to meet educational needs.

Students identified as having special needs (e.g., students with disabilities, English language learners) shall be placed in appropriate programs and provided appropriate services in accordance with established District policies and procedures, and applicable legal requirements.

**B. High School Placement**

High school credits shall be awarded based on the academic record information received and/or the results of the placement tests. Course credits and grades earned at a Wisconsin public school or other accredited school shall be accepted as recorded by the school. Courses not supported by a transcript but approved by the building principal shall be recorded as satisfactory. Grades and grade point averages from those courses will not be used for determining class rank or academic awards.

If the placement is made to the sophomore year (10th grade level) or higher, a maximum of 7 credits will be allowed toward high school graduation for each of the high school years below the grade level placement.

Students who transfer during their high school years are expected to meet the District's graduation requirements in order to be eligible for a Dodgeland High School diploma. Exceptions shall be made for students who are provided with an approved alternative education program or an approved individualized curriculum or program modification in accordance with state law. When students transfer into the District during their senior year, the graduation requirements of their former district may be used to determine graduation eligibility.

**C. Probationary Period**

Each student placed in the District who transferred from a school or program other than a public district school shall have a one semester probationary period during which time the student shall be expected to demonstrate appropriate academic progress. If during this probationary period school officials determine that the student's placement needs to be reviewed, the building principal or designee may make a placement revision within 15 school days following a scheduled conference with the parents/guardians, or the adult student.

**D. Appeals**

If there is dispute regarding the grade level placement and/or the awarding of high school credits for a transferred student, a written appeal may be made to the District Administrator. The decision of the District Administrator shall be final.

Approved: February 1993  
Revised (WASB): May 27, 2014