

# SISD Enrollment Guidelines (FD REGULATION Exhibit 1)

Elementary, K-8, and Middle Schools

Accredited		Non-Accredited		Out-of -Country	No Documentation or Prior Schooling
Public, Private ,Parochial School or Home School					
In-State	Out-of-State	In-State	Out-of-State		
<p><b>1)</b> Upon enrollment, the student shall be placed at the grade level reached at their former school. <b>FD (LOCAL)</b></p>	<p><b>1)</b> For a student enrolling from an accredited out-of-state school, the student shall be registered with the grade-level classification shown on his or her academic achievement record (AAR) or withdrawal documentation, regardless of age.</p>	<p><b>1)</b> A student enrolling from a non-accredited public, private or parochial school, including a homeschool, shall be placed initially at the grade level reached at their former school.</p>	<p><b>1)</b> Upon enrollment, the student shall be placed initially at the grade level reached in the home country (i.e. student's transcript or withdrawal documents).</p>	<p><b>1)</b> A student enrolling with no documentation or prior schooling shall be placed initially at the discretion of the campus grade placement committee (GPC), based on an oral interview with guardian and student.</p>	
<p><b>2)</b> The District shall accept all credits earned toward state graduation requirements by students from accredited Texas schools, including credits earned in accredited summer school programs. Credits earned in local credit courses will be accepted for course level equivalency or applied as other local secondary course credit as determined by counselor.</p>	<p><b>2)</b>Schools shall honor courses from out of state that align with the Texas Essential Knowledge and Skills (TEKS). <b>EIC (LOCAL)</b> Military children in kindergarten and first grade that have satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. For specific details, reference the <b>Interstate Compact - Texas Education Code Chapter 162.</b></p>	<p><b>2)</b> The campus GPC will use the following criteria for final placement: <b>A)</b> Prior academic record. <b>B)</b> Recommendation of the sending school. <b>C)</b> Chronological age and social and emotional development of the student. <b>D)</b> District approved diagnostic test, administered upon enrollment by appropriate campus personnel. <b>E)</b> Campus GPC will submit the preliminary analysis to the District ACO for final review.</p>	<p><b>2)</b> Within 10 days of enrollment, the campus GPC will conduct a preliminary transcript evaluation to place the student in the appropriate courses. <b>A)</b> Transcripts will be analyzed within 10 days of enrollment by the campus GPC (i.e. refer to final placement criteria listed in the left adjacent column). <b>B)</b> Campus GPC will submit the preliminary transcript analysis to the District Academic Compliance Officer (ACO) for final review.</p>	<p><b>2)</b> The campus GPC will use the following criteria for final placement: <b>A)</b> Chronological age and social and emotional development of the student. <b>B)</b> District approved diagnostic test, administered upon enrollment by appropriate campus personnel.</p>	
<p><b>3)</b> Transfer students shall not be prohibited from attending school pending receipt of transcripts or academic records from the district the student previously attended. <b>19TAC 74.26(a)(1)</b></p>	<p><b>3)</b>High schools may recalculate the classification shown in the AAR or withdrawal documentation of a student enrolling (from an out-of-state school) based on District guidelines for grade level promotion. <b>EIE (REGULATION)</b></p>	<p><b>3)</b> Before granting credit, the campus GPC shall validate, by testing (i.e. district approved test) or by obtaining evidence (i.e. course catalog), that any course taken by a student at a non-accredited school meets State Board requirements. <b>EHDB (LOCAL)</b></p>	<p><b>3)</b>A student's official grade placement/ classification and course credits will be adjusted to reflect the final recommendations of the district ACO. An independent transcript analysis agency may be consulted, if a transcript needs to be translated and/or retrieved from an out of country school.</p>	<p><b>3)</b> The campus GPC and district Academic Compliance Officer will convene within 10 days to evaluate new documentation and/or placement criteria (listed above).</p>	
<p><b>4)</b>A campus' Grade Placement Committee (GPC) will convene to address any change to a student's placement and/or classification. The student and parent shall be counseled regarding the student's placement and reclassification status. Documentation that results in a reclassification is to be submitted to the District Grade Reclassification Committee (GRC) for final approval. <b>EIE (LOCAL)</b></p> <p>*Based on the placement criteria stated above, the campus GPC may only recommend an Elementary or Middle School student to be promoted or retained a maximum of one grade level. If a student is retained, the appropriate at-risk coding shall be recorded and parents will be informed of any available options, such as an extended year program or summer school. <b>EHBC(LOCAL)</b></p> <p><b>**The final transcript evaluation, official grade placement, and posting of validated credits (Academic Achievement Record) will occur within 30 days of enrollment.</b></p>					