

# SISD Enrollment Guidelines (FD REGULATION Exhibit 2)

## High Schools and Middle Schools offering High School Courses

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. The campus clerk shall request the official transcript via TReX from the sending district. <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> The campus counselor shall evaluate the unofficial transcript and place student in the appropriate courses. Schools shall honor courses from out of state that align with the Texas Essential Knowledge and Skills (TEKS). <b>EIC (LOCAL)</b> The campus clerk shall request an official transcript from the sending district. When the official transcript is received, the counselor will evaluate by completing the label template.</p>	<p><b>2)</b> The campus counselor will obtain course validation by the following means: <b>A)</b> Contact prior campus or homeschool and obtain documentation to validate course credit. <b>B)</b> Enroll student in online courses to validate credit through pretest or to obtain credit for courses that were not validated. <b>C)</b> Register student for Credit by Exam (CBE)to gain credit.</p>	<p><b>2)</b> Within 10 days of enrollment, the campus counselor shall place student in appropriate coursework based on initial transcript analysis. <b>A)</b> The counselor shall use the Label Template-Out of State/Out of Country. <b>B)</b> The Academic Compliance Officer (ACO) will receive a pulse alert and arrange to review transcript, placement, and procedure. <b>C)</b> A student's official grade placement/classification and course credits will be adjusted to reflect the final recommendations of the district ACO.</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> The campus counselor will evaluate the transcript and determine the best placement for the student. Before granting credit, the campus shall validate using the criteria above. <b>EHDB (LOCAL)</b></p>	<p><b>3)</b> An independent transcript analysis agency may be consulted, if a transcript needs to be translated and/or retrieved from an out of country school. If there is a discrepancy between the counselor's preliminary evaluation and the ACO's preliminary evaluation, corrections will be made to the label template.</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>  <b>* The campus clerk shall request official transcripts from sending school. It the transcript is not received within 10 days, the clerk will request the transcript again. If the transcript is not received within 20 days of the initial request, the campus clerk shall contact the District TReX Coordinator, District Academic Compliance Officer and/or the District Auditor-Curriculum and Instruction.</b>  <b>** All correspondence with sending district to include emails, phone messages, or written documentation shall be housed in the student's gray folder.</b>  <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>					