

**ADMINISTRATIVE PROCEDURE**

**STUDENTS**

**ATTENDANCE - Student Transfer In - From Non-Approved, Non-Illinois State Board of Education Accredited or Home Taught Schools**

Any student who is transferring into the District from, or is a part-time student in a non-approved, non-Illinois State Board of Education accredited school, or a home taught school, and wishes to have credit on their Morton Community Unit School District 709 transcript must make their request in writing and provide a written transcript from their traditional or nontraditional school.

The Student and/or parents/guardian provides documentation to the review committee to verify grades received. Such documentation may include records kept by parents/guardian such as grade books, unit, chapter, semester, and/or final exams taken by the student, etc.

The school principal or his designee will evaluate the transcript, or other documentation, to determine if the courses listed are equivalent in nature to those offered at Morton High School. If it is determined that they are not equivalent the principal has the authority not to place the course or courses on the Morton High School transcript.

Traditional or nontraditional school transcript percents may be placed on the District transcripts following District evaluation at the standard level of the Honor Point System. If the transcript indicates a letter grade, this grade will be converted to the lowest percent listed for equivalent grade listed in the District grading system.

If the student or parent disagrees with the percent to be placed on the District transcript they may request in writing to the principal that the student be administered a proficiency test for the equivalent course held in the Morton Schools. The percent received on this test will be placed on the transcript even if it is lower than using the methods listed above since it is the latest indicator of the student's knowledge of course content.

ADOPTED: June, 1993

REVISED: November 14, 1995

REVISED: May 21, 2010

REVIEWED: January 10, 2014