

Student Transfers & Withdrawals (Administrative Rule)

Code #435.00AR

1. Placement

- A. The Tri-County Area School District reserves the right to determine grade placement of all students entering or re-entering the school system. Principals, with the assistance of the School Counselors and other appropriate staff personnel shall determine all grade placements of students.
- B. Consideration shall be given to the grade level which the student has attained at the time of entry or re entry, based upon records of standardized achievement testing indicating achievement at a level within 5% of the national average or better, or records indicating satisfactory passing of a State Department of Public Instruction approved competency test.
- C. If records are not available or do not contain appropriate information a standardized achievement test shall be administered.
- D. An assignment to special education shall be based upon an individualized education program (IEP) team evaluation and recommendation according to Wisconsin Statutes. Parents are to be notified of such placement and must consent in writing prior to placement.
- E. Education programs for high school graduation may be provided to accommodate pupils with exceptional interest needs, or requirements as defined in PI 18.02, 18.03 and 18.04.

2. Home-Based Private Educational Program Transfers

- A. Any student who has been in attendance in a Home-based Private Educational Program for a period of ninety (90) days or more and who wishes to enter or reenter the District will furnish the Principal with the following documentation of the HOME-BASED PRIVATE EDUCATION PROGRAM.
 - 1. A copy of the HOME-BASED PRIVATE EDUCATION PROGRAM form Wisconsin DPI – PI1206.
 - 2. A copy of the school calendar that verifies that each school term of the HOME-BASED PRIVATE EDUCATION PROGRAM instruction consisted of a minimum of eight hundred seventy-five (875) hours [Wisconsin Statute 118.165(1)].

3. Copies of the sequential curriculum that was taught in six mandated subject areas (118.165(1)(d)).
 4. Records of student performance for each course taken.
 5. Results of standardized achievement tests. If these results are not available, a standardized achievement test will be administered.
- B. Each student placed in a District School from a HOME-BASED PRIVATE EDUCATION PROGRAM shall have a fifteen (15) school day probationary period during which time the student shall be expected to demonstrate appropriate social and educational interaction with his/her peers. If at this time, school officials determine placement needs to be revised, the Principal may make a placement revision.
- C. Upon receipt of items Section 2 A.3 and Section 2 A.5 above, courses taken while in a HOME-BASED PRIVATE EDUCATION PROGRAM shall be recorded on the students placement record and count towards graduation credits. HOME- BASED PRIVATE EDUCATION PROGRAM grades will not be recorded on the permanent transcript. Grades and grade point averages from HOME-BASED PRIVATE EDUCATION PROGRAM instruction will not be used in determining class standing.
- D. Diplomas, awards, and scholarships are not available to students from HOME-BASED PRIVATE EDUCATION PROGRAM who have not attended District Schools for a minimum of four full semesters, one of which must be the final or eighth semester. For students who do not meet District graduation requirements, but do meet the requirements of Wisconsin Statutes 118.33, eligibility for a diploma will be determined by the Board.
3. Appeal of Placement
If a parent appeals student placement based upon the belief that the placement was inappropriate, the placement shall be reviewed by the Board.

Prior Approval: August 26, 2008
Attorney Review: January 2016.
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