

Assignment of New Students to Classes and Grade Levels (Students from Home Instruction or Non-accredited Private Schools)

Grades K-8 enrollment and placement

Home instruction students or students from non-accredited private schools seeking to enroll in district schools (grades K-8) should apply at the requested school at least two weeks before the beginning of the first semester. This will allow time for testing if needed and appropriate placement of the student.

1. For purposes of placement only, students seeking to enroll in grades K-8 after a semester or more of home instruction or attendance at a non-accredited private school must comply with the following:
 - a. Students in kindergarten and first grade may be accepted and placed as any other transfer student according to district practice.
 - b. Parents of students in grades two through eight shall submit results from district approved standardized tests administered within the current or previous school year. Based on test results and any other information provided by the parent, the principal will determine the appropriate grade placement. If test results are not submitted, the district achievement test will be given to the student.
2. Grades applied for home instruction transfer credits will be recorded as “S” (satisfactory) and “U” (unsatisfactory). The transcript will indicate that the work was completed in a home instruction program or at a non-accredited private school.
3. Students who re-enroll in the district after nine weeks or less of home instruction will be placed in the grade level or in the courses in which they would have been enrolled had they continued uninterrupted in the district.
4. At the parent’s request, the principal will meet with the parent and student to notify and explain his or her decision regarding the student’s placement.

Grades 9-12 enrollment and placement

Home instruction students or students from non-accredited private schools seeking to enroll in grades 9-12 should apply at the requested school at least 30 days before the beginning of the first semester. This will allow time so that records and documentation submitted can be evaluated and credit be issued where warranted toward a district high school diploma.

1. For purposes of placement and credit toward graduation requirements, students in grades 9-12 enrolling in the district after a semester or more of home instruction or attendance at a non-accredited private school must comply with the following:

- a. Meet with school or district officials to review procedures and secure necessary forms.
- b. Complete necessary forms and organize and submit documentation regarding the work which was completed and for which district credit is requested. Documents should include:
 - Courses and number of credits being requested.
 - Information about the curriculum and instructional methods that were used. Courses should be grade appropriate, organized and sufficiently challenging.
 - Hours of instruction, which should be equivalent to or greater than that which would have occurred in a district high school.
 - Evidence that the student sufficiently mastered the curriculum, including such things as standardized test results, subject tests, papers and other examples of work.

School officials will review this information and determine the number of credits, if any, to be awarded based on a comparison to district standards for the awarding of credit. A \$50 fee will be charged for this assessment.

2. Credits will be accepted only for elective courses comparable to those offered in district schools.
3. Grades applied for home instruction transfer credits will be recorded as “S” (satisfactory) and “U” (unsatisfactory). The transcript will indicate that the work was completed in a home instruction program or at a non-accredited private school.
4. Students transferring from home instruction or non-accredited private schools must earn a minimum of 12 credits in a district high school during their junior and senior years including five credits in core subject areas. Students transferring into the district in twelfth grade may have credits earned in the district certified to the school of prior attendance for graduation.
5. Students who re-enroll in the district after nine weeks or less of home instruction will be placed in the grade level or in the courses in which they would have been enrolled had they continued uninterrupted in the district.
6. High school students enrolling from home instruction will be subject to Colorado High School Activities Association (CHSAA) regulations to qualify for athletics and activities.
7. Credits previously earned in public and/or accredited private schools by home instruction students will be accepted based on transcripts presented to the district.
8. At the parent’s request, the principal will meet with the parent and student to notify and explain his or her decision regarding the student’s placement and/or graduation credits.

Home instruction students may apply for enrollment in classes offered by district schools while they are in home instruction. Approval will be on a space available basis as determined by the district. A student may be accepted as a transfer student on a district-wide basis. Parents should request information and follow timelines for pre-registration at the selected school. To be eligible to participate, home instruction students must be enrolled and attending during the attendance entitlement counting period in courses sufficient to be counted as a part-time student, which is 90 hours of instruction for the 1st semester. (i.e. Formula is "minutes of instruction x number of days in 1st semester / 60 => 90 hours").

Appeal procedure

If the parent/guardian of a home instruction student wants to appeal the credit and placement decision of the principal, these steps may be followed:

1. The parent/guardian shall submit a written request to the executive director of curriculum, as appropriate, for a review of the student's placement within one week after receiving the principal's decision.
2. The executive director of curriculum will convene an administrative review committee of three administrators at the appropriate level from other district schools. The committee will report its findings to the parent/guardian and the principal of the school no later than the 15th day after receiving the request.
3. If the parent/guardian is not satisfied with the decision, within one week the parent/guardian may request a hearing with the executive director of curriculum, as appropriate, whose decision will be binding.

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