

## Students

### Administrative Procedure - Placement of Nonpublic School Students Transferring Into the District

| Actor  | Action  |
|--|---|
| Parent(s)/guardian(s) of a nonpublic school student transferring into the District | Shall perform all school admission requirements contained in School Board policy 7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , and administrative procedure 7:50-AP, <i>Administrative Procedure - School Admissions and Student Transfers To and From Non-District Schools</i> .   |
| Building Principal or designee   | <p>Meets with parent(s)/guardian(s) to discuss appropriate placement.</p> <p>Inquires about the student's special interests, concerns, and goals.</p> <p>Administers a Student Home Language Survey. ISBE provides Sample Home Language Surveys that are available in English and twenty-nine other languages. See <a href="http://www.isbe.net/bilingual/htmls/tbe_tpi.htm">www.isbe.net/bilingual/htmls/tbe_tpi.htm</a>.</p> <p>Determines achievement level based on interviews, school records, achievement testing, and/or other appropriate means.</p> <p>Considers special circumstances, e.g., whether the student is: gifted, disabled, homeless, has limited English proficiency, is part of a migrant family, has special medical needs, or has other needs.</p> <p>Before making a placement decision, seeks input from appropriate school personnel.</p> <p>Awards credits and determines placement.</p> <p>Course credit awarded to students transferring from a non-graded school or a school that is not recognized by the state education agency, will be given the grade of "P" for passing with no letter or numerical designation for the level of proficiency.</p> <p>Completes other enrollment procedures.</p> |

ADOPTED: September 16, 2009