

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

613.1 CREDIT TRANSFER AT PRIOR LAKE HIGH SCHOOL

I. PURPOSE

Students transferring into Prior Lake High School come from a variety of educational backgrounds. In all instances, the administrative and guidance personnel at the high school evaluate the transferring student's secondary school background and either grant or deny credit for that previous experience. In order to facilitate the process of granting transfer credit and to allow the process to be as understandable as possible for parent/legal guardian, student, and teacher, the following policy statements will be the guide for school personnel and administration in granting credit.

II. DEFINITIONS

COURSE OF STUDY: A clearly defined path for quantifying the credit(s) that provides a student eligibility for graduation. It must include the following components:

1. Clearly defined, written, learning objectives.
2. A description of the instructional materials used in the course. Actual copies of materials used may be appropriate and helpful.
3. A description of how the student was evaluated. Copies of assessments/tests are necessary to determine whether a student has mastered the objectives.
4. A defined amount of time that a student has spent on accomplishing the objectives of the course. (At Prior Lake High School, a credit is defined as 40 hours of class time in a 6 hour period structure.)

III. GENERAL STATEMENT OF POLICY

A. Process

The principal or school counselor in consultation with the school principal will review credits submitted for graduation purposes. In general, the school will not grant credit for anything that does not meet the definition of a COURSE OF STUDY.

B. Parents/Legal Guardians as Teachers

The law envisions parents/legal guardians as the first educators for their children. For homeschool settings, this priority is reaffirmed as a matter of principle. When and if there is a question about the transfer of credit for a homeschool course, assessment of learning of the objectives of the course of study will be the basis for granting or not granting credit and thus will be evaluated on a course-by-course basis.

C. Experience Not Considered for Credit

Credit will not be granted for experience or participation that is outside a course of study. This holds true for students who have always attended Prior Lake High School as well as for students who are transferring into the school. Specifically, what will not be considered are the following:

Art	Art works created at home or on one's own.
Business Education	Independently acquired skills in computing, keyboarding, etc.
Consumer & Family Science	Cooking, sewing, housework, child care learned at home outside a course of study

Industrial Technology	Drafting, design, auto mechanics, construction learned outside a course of study
Communications	Independent reading or writing projects, participation in drama productions
Math	Participation in math contests or organizations
Music	Private instruction in piano, musical instruments, voice, band, or playing in a band or choir
Physical Education	Participation on a sports team, working out at a health club, private instruction in skating, gymnastics, skiing, or other recreational activity
Religion	Instruction that is received to provide spiritual formation in a particular religion
Science	Participation in science clubs, science fairs, gardening, yard work, hunting, fishing, camping, etc.
Social Studies	Participation in Boys State, Girls State, Mock Trial, student council, Senate Page Program, national or international travel.

Credit may be granted on an individual basis for such things as participating in a chemical dependency program, or physical therapy following an injury, or community service in connection with a course.

Students may get up to 9 credits for participating in a work study program or internship that includes a seminar that meets daily for credit. A job held outside of a recognized school program is not acceptable.

D. Guidelines

1. Parents/legal guardians who are district residents who homeschool their children and who wish to enroll their child(ren) in Prior Lake High School to earn a diploma from Prior Lake High School should contact the Prior Lake High School Principal in advance of their junior year for review of 9th & 10th grade homeschool materials. Students who homeschool during their junior and/or senior year must submit materials quarterly for review up until graduation.
2. A course guide containing class standards, and brief descriptions of the content of courses available at Prior Lake High School will be made available to homeschool parents/legal guardians and others as a guideline for what is included in a course of study.
3. In order to be eligible for graduation from Prior Lake High School, a transferring homeschool student must be a resident of District 719, and complete at least 6 semester credits at Prior Lake High School during the student's senior year. It is strongly recommended the majority of their high school coursework be completed at Prior Lake High School or a PSEO (Post Secondary Enrollment Option) program.
4. Students who are being homeschooled may attend Prior Lake High School on a shared-time basis. Unless otherwise indicated, however, it is assumed that such a student plans to graduate with a diploma from their homeschool. In such cases, the maintenance of school records, transcripts, curriculum requirements, and graduation requirements are the responsibility of the homeschool. For shared-time students, Prior Lake High School will provide records for the homeschool regarding successful completion of the course(s) taken at Prior Lake High School.

E. Accredited Schools

If a student wishes to transfer to Prior Lake High School and receive a Prior Lake High School diploma and has been attending an accredited school (either an accredited homeschool, other non-public school or public school, or another Minnesota public school), acceptance of transfer credits will be facilitated by the verification of such accreditation.

F. Process

The process for homeschool students to apply for transfer credit and graduation from Prior Lake High School will be as follows:

1. Observe residency requirement and notification deadline dates of December 1 and March 1
2. The district contact person for homeschoolers is the Superintendent's designee. The building principal will review with applicants the process for application and required educational materials to be considered for credit prior to presenting information to the high school guidance office and administration.
3. Materials needed for making decisions about credit transfers include:
 - examples of completed student work
 - a transcript, recording completion of student work (see example in appendix)
 - description or examples of instructional materials used
 - course of study descriptions
 - tests, evaluations, assessments
 - standardized achievement test results (CAT, MAT, ITBS, ACT, SAT, etc.)
4. Following an initial contact with the Superintendent's designee, the parent/legal guardian, and the student will be referred to the high school guidance and administration for review and approval or denial of transfer credit.

G. Other Requirements

1. Students transferring to Prior Lake High School will be expected to meet the same requirements as are indicated in the student registration manual.
2. Transfer credits from an ALC will be accepted on the basis of 9 credits per semester and 24 credits per school year. For summer school or extended day programs, credit will be considered on the basis of 40 hours of instruction per credit.
3. Letter grades for courses transferred from homeschools and non-accredited schools will be issued on a pass-fail basis and will not be included in calculating cumulative grade point averages. Students must have a minimum of 16.5 Prior Lake High School credits of courses for which a letter grade other than pass or fail has been registered in order to be considered for Board Scholar and Distinguished Board Scholar recognition.

H. State Requirements

Students transferring from another state or from a non-public school and wishing to graduate from Prior Lake High School will be expected to meet all state graduation requirements.

Cross References: [Policy 611 \(Homeschool\)](#)
[Policy 612 \(Shared-Time Programs\)](#)
[Policy 620 \(Credit for Learning\)](#)

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