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3 **INSTRUCTION**

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5 Credit Transfer and Assessment for Placement

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7 Grades 9-12

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9 Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be  
10 subject to examination and approval before being accepted by the District. This will be done by the  
11 school counselor or principal or, in the case of home schools, by a credit evaluation committee consisting  
12 of a counselor, a staff member from each subject area in which credit is being requested, and a school  
13 principal.

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15 The credit evaluation committee will:

- 16  
17 1. Document that a student has spent approximately the same number of classroom hours in home  
18 school as would have been spent in a regular class in the District;
- 19  
20 2. Document that a student followed a curriculum essentially similar to that of a course for which  
21 credit is requested;
- 22  
23 3. Document that in the event of a credit request in a lab, industrial arts, or music course, equipment  
24 and facilities were sufficient to meet required learning activities of the course;
- 25  
26 4. Require that a student has satisfactorily passed, in all courses in which a final exam normally is  
27 given, a final exam prepared and administered by a staff member in the Bigfork Public School  
28 System.

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30 The District will give credit only for home schools which have met all requirements as specified in  
31 Montana law. Credit from home schools will be accepted only when a like course is offered in the  
32 Bigfork Public School System.

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34 The school transcripts will record courses taken in home schools or non-accredited schools by indicating  
35 title of the course, school where the course was taken, and grade.

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37 For the purpose of calculation of class rank, only those courses taken in an accredited school will be used.

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39 Grades 1-8

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41 Requests from parents of students in non-accredited, nonpublic schools for placement in the Bigfork  
42 Public School System will be evaluated by an assessment-for-placement team. That team will include:

- 43  
44 1. A school principal;
- 45  
46 2. One (1) teacher of the grade in which the student is being considered for enrollment; and
- 47  
48 3. One (1) counselor or school psychologist.

