

STUDENTS

Admission of Students from Private Schools/Home Instruction By Parents

- I. Any student transferring into Prince William County Public Schools will initially be placed in the grade level indicated on the student's current transcript.
  - A. A child who is five years old on or before September 30 of the school year will be allowed to enroll in kindergarten.
  - B. Students transferring into Prince William County Public Schools at any grade level other than kindergarten shall be initially placed in the grade level indicated on the current transcript, or as indicated by a verbal statement from the previous school, pending official transcript confirmation.
  - C. By the end of a four-week period, prior transcripts will have been requested and will be reviewed upon receipt. Any necessary screening/testing shall be completed in order to assess the student's level of maturity, degree of responsibility, behavior, and academic achievement.
  - D. Based upon this assessment, students may be reassigned in accordance with Regulation 715-1. At the elementary school level, it is advisable to provide educational alternatives within the age-appropriate grade placement to ensure continuity in the student's maturational development.
  - E. Placing students on furlough/homebound/home-based instruction may be necessary in certain extraordinary situations when it is advisable for the student to remain at home until an appropriate placement is determined.
  - F. The secondary school shall accept credits received from other accredited secondary schools, including summer schools. Students entering a Prince William County high school from a non-accredited school or home instruction may establish credits through an examination given by the receiving school or by other appropriate means.
  - G. In order for high school credit to be granted for courses completed at a non-accredited school, course descriptions from the sending institution will be required if school staff have reason to question the content of the course work being transferred. A review shall be conducted in conjunction with department heads and other instructional staff when some doubt exists as to whether credit shall be granted. The review shall consist of checking the state-approved course

list, confirming lab hours in science classes, confirming the number of clock hours for classes, denying credit for less than 1/2 unit of credit, requiring a course placement test to determine competency, and any other evaluation deemed necessary. If this information is requested but not available from the sending school, it is the parent's/guardian's responsibility to obtain the required information as soon as possible but no later than one year after the student's enrollment. Any individual wishing to receive a Prince William County high school diploma who is transferring into Prince William County from a non-accredited school must, in addition to providing valid transcripts confirming work completed and satisfying all graduation requirements, be enrolled for a full-day schedule in a Prince William County high school for a period of at least nine weeks (one grading period) immediately preceding graduation.

Courses completed in a non-accredited school or on home instruction by parents and transferred into a Prince William County school shall not be considered for weighted credit as defined in Prince William County Public Schools Regulation 661.01-1D.

- II. In order to enroll a student who has been home instructed, the parent/guardian shall contact the administration at the school where the child will attend. If the parent/guardian notifies the Office of Student Services of intent to discontinue home instruction, the appropriate school administration shall be notified by the Office of Student Services and the parent advised to contact the school to arrange enrollment.
  - A. At the elementary and middle school levels, grade placement shall depend upon the age of the student and a review of the course work completed during home instruction as submitted by the parent/guardian as proof of achievement. This shall include a portfolio of completed assignments, essays, tests, reports, or other materials as requested by the enrolling school. The use of placement tests or achievement tests, administered by school staff, shall also be appropriate in determining grade placement.
  - B. At the high school level, the list of courses being presented for high school credit shall be entered by the school counselor on Attachment I at the time of student enrollment. Completion of the form requesting credit is based on data presented to the school by the parent and the student. A copy of Attachment II (Letter to Parent/Guardian) shall be given to the parent/guardian at the time of enrollment.
  - C. The determination by the school as to whether mastery has been achieved in the courses presented for credit shall depend upon the method used by the student in

completing the course(s). If a correspondence school program was used, the student shall present unit and final test results and other relevant documentation indicating successful completion of the course. In those instances in which the parent/guardian did not use a correspondence school program, a review of the following by the receiving Prince William County Public School may assist in determining whether credit is granted: a review of course objectives, completed assignments, written reports, test results, lesson plans, a list of texts used, and any other materials which would assist the school in determining subject mastery. If, after reviewing material submitted by the parent, the school is unable to certify a student's mastery of a subject(s), it is recommended that a test appropriate for the course for which credit is sought be administered to the student. This may consist of semester and/or year-end tests, Standards of Learning (SOL) End-of-Course tests, or other assessments of the school's choosing. It is recommended that a test be only one component of the evaluation, if possible, rather than the sole means of evaluation.

- D. When non-academic courses such as art or music are presented for credit by a home-instructed student, school personnel responsible for determining mastery may elect to review a portfolio of work done by the student and/or allow the student to demonstrate proficiency through a performance.
- E. When a determination has been made that a student is to receive credit toward graduation for a course(s) taken while on home instruction, a grade of "P" for pass, along with the statement "Home-Instructed," shall be entered on the student's transcript. These courses are not to be considered in the grade point average (GPA) or class rank of the student.
- F. When a student returns to school from home instruction, any assessments required to certify credits for graduation shall be completed as soon as possible. Upon completion of the evaluation, the school administration shall ensure that the parent/guardian and student are notified of the results in writing. If the parent/guardian disagrees with the evaluation, an appeal may be made to the principal. If the parent/guardian is not in agreement with the principal's decision, the appeal may be forwarded to the appropriate area associate superintendent.
- G. No student shall be eligible for valedictorian/salutatorian honors or for designation as an honors graduate who has not been enrolled in a formal school setting for at least three of the four years preceding high school graduation.
- H. Prince William County Public Schools' Regulation 662-1B requires that any

person seeking a diploma from Prince William Schools be officially enrolled for a full-day schedule in a Prince William County public school for at least nine weeks (one grading period) immediately preceding graduation. The granting of credit for courses taken while on home instruction alone does not qualify a non-enrolled or partially enrolled individual to receive a Prince William County Public Schools' diploma. Students must, in addition to earning a specific number of standard units of credit, also earn a designated number of verified units of credit in order to earn a Standard or Advanced Studies diploma (see Regulation 662-4B).

- I. School staff shall verify through the Office of Student Services that a student entering school from home instruction was approved for home instruction during the time for which credits are requested toward graduation. Students requesting credit for courses taken while on home instruction outside of Virginia must present proof of having participated in a valid home instruction program in another state. Students not participating in a valid home instruction program may not receive credit from the Prince William County public school in which they are enrolling.

The principal and the Director for the Office of Student Services are responsible for implementing and monitoring this regulation.

The Associate Superintendent of Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2010.

Code of Virginia 22.1-254.1

Attachment I  
Regulation 715-3

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

The above-named student has entered/reentered school after having been taught at home under the Home Instruction by Parents program authorized by the Code of Virginia, §22.1-254.1. The courses listed below are those for which the student is seeking credit toward receipt of a Prince William County Public Schools' diploma. Appropriate subject-area staff shall evaluate the courses presented to determine whether sufficient mastery has been achieved to merit the awarding of a standard unit of credit. The indication of pass/fail shall be entered on the line to the right of each course.

School Counselor: Please list below all subjects to be evaluated, attach appropriate documentation, and distribute copies to subject area evaluators.

<b>Subject</b>	<b>Assessment or Evaluation Administered</b>	<b>Outcome of Evaluation (Pass/Fail)</b>	<b>Evaluator's Name/Initials</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(attach additional sheet if necessary)

Evaluator: Please record a "pass" or "fail" grade, place your initials next to your printed name, and return this form along with all evaluation materials to the Guidance Director.

Attachment II  
Regulation 715-3

Dear Parent/Guardian:

The purpose of this letter is to advise you of the procedure followed by Prince William County Public Schools in evaluating courses completed by students under the Home Instruction by Parents provision of the Code of Virginia, §22.1-254.1.

Any course for which credit toward high school graduation is requested will be evaluated by appropriate school staff to ensure that the student demonstrates acceptable mastery of the subject. This evaluation will generally consist of a review of work done by the student while on home instruction and/or a test administered by school staff. In certain subjects, such as music or art related courses, student performance may also be part of the evaluation. To assist in the evaluation, parents are requested to furnish copies of tests, worksheets, course outlines, textbooks, and any other documentation that would assist staff in the evaluation of student achievement.

If staff determines that subject mastery has been achieved by the student, the course will be recorded on the student transcript with the grade of "P" for passing. A notation will also be made that the course was completed while the student was on home instruction. If subject mastery is not verified, an adjustment will be made in the student's schedule to allow the appropriate course(s) to be taken in the regular school setting.

It is our desire to make the entry/reentry of your son/daughter into the Prince William County Public Schools as pleasant as possible. With your assistance, the evaluation of courses taken on home instruction will be accomplished smoothly.

Thank you for your cooperation in this matter. We welcome you and your son/daughter to Prince William County Public Schools.