STUDENTS

Academic Placement of Students from Non-Public Schools and Approved Home Instruction Programs

I. Students Enrolling from Accredited Private Schools and Non-Accredited Private Schools

Any student transferring into Prince William County Public Schools (PWCS) must satisfy all enrollment requirements in accordance with Regulation 711-1, “Student Registration Requirements and Procedures.”

Accredited Private Schools

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 PWCS 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 receipt of the official Student Educational Record.

C. The Student Educational Record must be requested and reviewed within 30 days of the student’s entry into school. Assessments/evaluations may be administered as appropriate to determine the student’s academic level. Adjustments to the student’s original placement may be necessary based upon the assessment results.

D. Public schools may accept standard units of credit toward graduation awarded to students who transfer from other schools when the courses for which the student received credit generally match the description of or can be substituted for courses for which the receiving school gives standard credit and the school from which the student transfers certifies that the courses for which credit is given meet the requirements of 8VAC20-131-110.

E. The secondary school shall accept credits received from other accredited secondary schools, including summer schools.

Non-Accredited Private Schools

A. In order for high school credit to be granted to a student for courses completed at a non-accredited school, official school records, including transcripts must be provided at the time of enrollment. If evidence of achievement is in question,
course descriptions from the sending school may also be required and reviewed by appropriate school-based staff. This review may also consist of confirming lab hours in science classes, confirming the number of clock hours for classes, denying credit for less than one-half unit of credit, requiring a course placement test to determine competency, and any other evaluation deemed necessary.

If course descriptions are requested but not received from the sending school, it becomes the parent’s/guardian’s responsibility to obtain the required information within that academic year. Any student wishing to receive a PWCS diploma who is transferring from a non-accredited school must be enrolled for a full-day schedule in a PWCS high school for a period of at least nine weeks (one grading period) immediately preceding graduation.

B. Courses completed in a non-accredited school and transferred into PWCS shall not be considered for weighted credit as defined in PWCS Regulation 661.01-1, “Assessment and Grading – Computing Grade Point Averages.”

Transcript and Diploma

A. When a determination has been made that a student is to receive credit toward graduation for a course(s) taken while enrolled in a private school, grades will be assigned as follows:

1. A grade of “P” for pass or “F” for fail and the name of the private school shall be entered on the student’s transcript for any credit awarded for any course attempted and completed through a non-accredited private school. These courses are not to be considered in the grade point average (GPA) or class rank of the student.

2. The earned grade on the A-F grading scale and the name of the private school shall be entered on the student’s transcript for any course attempted and completed through an accredited private school.

B. 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.

C. PWCS Regulation 662-1B, “Diplomas and Graduation,” requires that any student seeking a diploma from PWCS be officially enrolled in PWCS for at least nine
weeks (one grading period) immediately preceding graduation. The granting of credit for courses taken while attending an accredited or non-accredited private school alone does not qualify a non-enrolled or partially enrolled individual to receive a PWCS diploma. Students must satisfy all graduation requirements as stipulated in Regulation 662-4B, “Graduation Requirements,” in order to receive a diploma.

II. Students Enrolling from Home Instruction: Accredited and Non-Accredited Curriculum Resources

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. 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 PWCS school in which they are enrolling.

Accredited Home Instruction Curriculum

Any kindergarten-12 student transferring into PWCS utilizing instructional resources from an accredited private school, correspondence school, or distance education/online school for their home instruction experience shall present academic records to assist with the determination of grade placement and the awarding of credits. Students transferring in grades kindergarten-eight from Virginia non-public virtual, correspondence programs, or schools accredited by one of the approved accrediting constituent members of the Virginia Council for Private Education (VCPE) shall be given recognition/approval for all grade-level work completed (8VAC20-131-60.A).

A secondary school shall accept the credits towards graduation received from Virginia non-public virtual learning programs, correspondence programs for schools that are accredited constituent members of VCPE (8VAC20-131-30.D). Grades for the transfer courses shall be awarded as indicated on the official academic record that is provided.
Non-Accredited Home Instruction Curriculum

Any kindergarten-12 student transferring into PWCS from an approved home instruction experience utilizing instructional resources not created by an accredited private school, correspondence school, or distance education/online school shall present evidence of achievement as follows:

A. At the elementary and middle school levels, grade placement shall depend upon the age of the student and a review of the evidence of achievement submitted by the parent/guardian. If additional information is needed, achievement tests may be administered by school staff to determine 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 (Request for High School Credit) at the time of enrollment. 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 non-accredited virtual or correspondence school program was used, the student shall present documentation indicating successful completion of the course(s). A notation of either pass (P) or fail (F) shall be entered as the earned grade for courses granted transfer credit.

D. If a non-accredited virtual or correspondence school program was not used, a review of course objectives, completed assignments, test results, lesson plans, subject area texts, and other materials deemed appropriate, may assist staff in determining whether transfer credit is granted. In addition, achievement tests may be administered to assist with the granting of transfer credit. A notation of either pass (P) or fail (F) shall be entered as the earned grade for courses granted transfer credit.

Any assessments required to certify credits for graduation shall be administered as soon as possible. Upon completion of this evaluation, the school administration shall immediately provide written notification of the results to the parent/guardian. If the parent/guardian is not in agreement with the principal’s decision, the appeal may be forwarded to the appropriate Level Associate Superintendent.
E. 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.

Transcript and Diploma

A. When a determination has been made that a student is to receive credit toward graduation for a course(s) taken while on home instruction, grades will be assigned as follows:

1. A grade of pass (P) or fail (F), along with the statement “Home Instructed” shall be entered on the student's transcript for any credit awarded for any course attempted and completed through a non-credited private school or through use of instructional resources from a non-accredited correspondence or distance education/online school. These courses are not to be considered in the GPA or class rank of the student.

2. The earned grade on the A-F grading scale along with the statement, “Home Instructed” shall be entered on the student’s transcript for any course attempted and completed through an accredited private school or through use of an accredited correspondence or distance education/online school when the course is completed as part of an approved home instruction experience.

B. 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.

C. Regulation 662-1B, “Diplomas and Graduation” requires that any student seeking a diploma from PWCS be officially enrolled in PWCS 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 PWCS diploma. Students must satisfy all graduation requirements as stipulated in Regulation 662-4B, “Graduation Requirements,” in order to receive a diploma.
The principal and the Director for the Office of Student Services are responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.
Attachment I
Regulation 722-3

Request for High School Credit

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 Virginia Code § 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 documentation presented to make determinations about transfer 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.

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<th>Subject</th>
<th>Assessment or Evaluation Administered</th>
<th>Outcome of Evaluation (Pass/Fail)</th>
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(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 director of school counseling.
Dear Parent/Guardian:

The purpose of this letter is to advise you of the procedure followed by Prince William County Public Schools (PWCS) in evaluating courses completed by students under the Home Instruction by Parents provision of the Virginia Code § 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 has mastered 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.

It is our desire to make the entry/re-entry of your son/daughter into PWCS as pleasant as possible. Thank you for your cooperation in this matter. We welcome you and your son/daughter to PWCS.