

## **TESTING FOR ENROLLMENT OF HOMESCHOOL OR NON-ACCREDITED PRIVATE SCHOOL STUDENTS**

In compliance with state regulations, testing of non-accredited private school and homeschooled students will be completed when a student enrolls. This applies to K-12 students.

### **A. Initial Enrollment Process - Elementary**

1. Proof of residence and immunization records are to be provided to school personnel by the parent/guardian.
2. After residency and immunization requirements have been met, the parent/guardian will schedule a conference with an administrator or administrator designee.
3. The site will share enrollment requirements for homeschooled and non-accredited private school students with the parent/guardian.
4. Students will be enrolled in age appropriate grade unless parent/s disagree with placement.
5. If placement is challenged, the following procedures will take place:
  - a. The parent/guardian will provide a portfolio of information regarding the student's academic performance. The portfolio should include results of standardized tests, report cards, conference reports and work samples. Additional documentation that the parent/guardian wishes to provide the school to assist in making the appropriate grade placement for the child will be accepted and considered.
  - b. The student will be administered a district achievement test to provide additional information that will assist in proper grade level placement. The test will be administered at the school site by school personnel. A student will not be admitted to class until the testing has been completed.
6. The district will take into consideration:
  - a. Documentation provided to the school by the parent/guardian of past academic performance
  - b. School district achievement testing results
  - c. The student's level of maturity (physical, mental, emotional and social) and student's potential to be a successful student at the assigned grade level

7. The site administrator will notify the parent/guardian for the committee's decision. Enrollment procedures will be completed and the child admitted to class. If school is in session, the parent/guardian and school personnel are encouraged to work together to expedite the process ensuring that the child is admitted to class within six working days.

## **B. Initial Enrollment Process-Secondary**

1. Proof of residence and immunization records are to be provided to school personnel by the parent/guardian.
2. After residency and immunization requirements have been met, the parent/guardian will schedule a conference with a site administrator or his/her designee.
3. The administrator or designee will share enrollment requirements for homeschooled and non-accredited private school students with the parent/guardian.
4. The parent/guardian will provide a portfolio of information regarding the student's academic performance. The portfolio should include results of tests, student transcripts and proof (work samples) of the completed curriculum. Such curriculum must meet the state-mandated standards as well as district standards. Work samples should include a writing sample, comprehensive tests and assessments, labs and research.
5. Middle school students will be administered an achievement test to provide additional information that will assist in proper grade level placement.

High school students will take subject area tests to determine placement. Students must achieve a score of 60 or above to receive credit in each subject area tested.

A student will not be admitted to class until the testing has been completed.

6. An administrator, counselor, curriculum consultant and/or classroom teacher will review the documentation provided by the parent/guardian and the results of the tests administered by the district.
7. The parent/guardian will be notified of the District's placement decision. Enrollment procedures will be completed and the child admitted to class. If school is in session, the parent/guardian and school personnel are encouraged to work together to expedite the process ensuring that the child is admitted to class within six working days.