



ADMINISTRATIVE PROCEDURE

ADMISSION OF STUDENTS FROM NON-APPROVED OR NON-ACCREDITED SCHOOLS GRADES 9 TO 12

5111.2

Procedure No.

October 1, 1983

Date

- I. **PURPOSE:** To provide the procedure for the registration and enrollment of all students entering the regular day school program from non-approved or non-accredited schools in grades 9 – 12.
- II. **POLICY:** Credits earned at a non-accredited high school may not be accepted in a Maryland Public High School unless they have been validated by an appropriate standardized examination given by the school to which the student transfers. (Maryland State Department of Education Bulletin, “Principles and Standards Public Secondary Education in Maryland” Section III, Page 43.)
- III. **PROCEDURES:** The following procedures are in consonance with the above policy:
 - A. **Determination of Status of Prior School:**

The principal shall ascertain whether the schools previously attended by the student are accredited. This may be done by: (1) receiving an official transcript which indicates approval or accreditation status; (2) referring to the list of “Maryland Nonpublic Schools” which is published yearly by the Maryland State Department of Education and lists all approved schools in the State of Maryland; (3) sending an official inquiry addressed to the State Department of Education in the state in which the school is located; or (4) seeking assistance from the Office of the Supervisor of Guidance. Foreign students’ previous schools’ accreditation or approval will be handled by the International Student Guidance Office.
 - B. **Temporary Placement of Student:**

Temporary placement is granted on the lowest of the grades under consideration; i.e., if question arises between eleventh and twelfth grade placement, eleventh grade placement will be granted.
 - C. **Registration:**

Registration is to be completed according to Administrative Procedure 5111.
 - D. **Tests on Scoring to Determine Placement Grade:**

The counselor will request, by phone, appropriate tests from the Office of Evaluation and Research. The tests will be administered at the school level by the school-based staff. Upon completion of testing the tests will be forwarded to the Office of Evaluation and Research for scoring. The



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Office of Evaluation and Research will notify the counselor of test results. Students will receive credit for courses required for graduation if they obtain scores at or above the 23rd percentile on tests corresponding to those courses. However, students must have taken those courses and passed them in their previous school. Scores on tests will be interpreted according to the grade level at which the student is requesting credit; i.e., a student entering eleventh grade who had attended a non-approved school during grade nine and ten will have scores interpreted for both grades nine and ten.

Credits will be granted for elective courses such as industrial arts, music, physical education, home economics, business education, etc., based on clock hours. See page nine, Graduation Requirements for Public High Schools in Maryland, November 1974, for further information.

The tests are to be administered one time only. If there are extenuating circumstances that indicate the test should be re-administered, a written justification must be submitted to the Supervisor of the Office of Evaluation and Research by the counselor.

E. Sequential Courses:

For sequential courses such as foreign language, advanced mathematics, shorthand, etc., the counselor should consult the department chairperson or teacher coordinator to determine an appropriate placement.

F. Recording Grades and Filing:

All courses from non-approved, non-accredited secondary schools are posted either pass or fail with appropriate credit recorded. No grades are to be recorded on permanent record cards. Transcripts are filed in cumulative folders.

VI. **RELATED PROCEDURES:** Administrative Procedure 5111, General Registration of Students.

VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Pupil Services will maintain and update this Administrative Procedure.

VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5111.2, September 1, 1978.



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IX. **EFFECTIVE DATE:** October 1, 1983.

Approved by:
Edward J. Feeney
Superintendent of Schools