



THE SCHOOL DISTRICT OF LEE COUNTY

Process Locator Number: 9220

PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Student Services—School Counseling Services
Originator:	Lori Brooks, Assistant Director, School Counseling Services

Process Name:	High School Credit Transcription from Home Education Program and Non-Accredited Schools
Process Purpose:	To provide procedures for transcribing high school credits assigned from home school or non-accredited public/private institutions
Date of Origination:	01/20/06
Date of Revision:	10/5/17

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	The Student Assignment office will provisionally place the student in a grade level appropriate to the age of the student. Upon student's enrollment at the high school, the school counselor will verify grade level placement and ensure student is placed at the appropriate sequential course level, based on student transcript.	School Assignment/ School Counselor
2.	Florida Virtual School credits will be accepted at face value. Dual Enrollment credits will be accepted at face value from the schools that have a Dual Enrollment contract with Lee County (Florida SouthWestern State College and Florida Gulf Coast University).	School Counselor
3.	Correspondence school credits from a regionally accredited institution will be translated at face value.	School Counselor
4.	Students who enroll from a Home Education Program or non-accredited school will not receive transfer credit upon entry date.	School Counselor
5.	When the student completes one semester in high school with a minimum grade point average of 2.0, the student will receive the credits and grades posted on the official transcript from homeschool or the non-accredited school. <ul style="list-style-type: none"> An official transcript is defined as one sent directly from the administrator of the school where the credit is earned to the receiving school administrator. An official transcript shall be sent by mail or electronically, signed by a school administrator, and be on school letterhead, and/or be embossed with the school's seal. An official transcript shall clearly identify the school, the student, course number, date the course was taken, and credit/grade earned in each course. 	School Counselor
6.	In the absence of an official transcript, when the student completes one semester in high school with a minimum grade point average of 2.0, the student will receive retroactive credit in the core subjects he or she has studied with a grade of P (pass) for the semester. The maximum number of credits granted will be 6 per year in order to meet the 24 credit requirement for graduation.	School Counselor
7.	The counselor will complete a Credit Transfer Sheet, and give it to the information	School Counselor/

	specialist for input on the Mainframe. The Credit Transfer Sheet should then be filed in the student's cumulative folder.	Information Specialist
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Part B: Process Cycle

Process Cycle	As Needed
Start Date:	
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input checked="" type="checkbox"/> Not applicable
Automation Completion Date:	<input checked="" type="checkbox"/> Not applicable

Part D: Process Authorization and Approval

Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> Not applicable
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, etc. <input checked="" type="checkbox"/> State law, regulation, code, rule, etc. <input checked="" type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	F.S. 1003.25; SBER 6A-1.09941; Board Policy 4.28
Other References:	