



**ADMISSION OF TRANSFER STUDENTS FROM PRIVATE OR PAROCHIAL SCHOOLS
AND HOME-BASED PRIVATE EDUCATIONAL PROGRAMS**

The Mineral Point Unified School District shall determine appropriate placement and programming for all children who transfer into the district from a private/parochial school or home-based private educational program in accordance with established procedures.

Elementary Level – (K-5)

Parents/guardians who are requesting enrollment of their child(ren) at an elementary level (grades K-5) must submit the following information:

1. Identifying information (i.e. name, date of birth, chronological age, address)
2. Summary of developmental background
3. Previous instruction provided or programs attended
4. Record of immunization and illnesses
5. Completed basic physical examination

Upon receipt of the above information, a comprehensive evaluation of the child's basic skills will be completed by school personnel. An evaluation of the child's present intellectual or mental functioning will be completed. Current functioning in the basic academic areas of reading, math, language arts, science, social studies, and health will be completed using both individual or group standardized tests and informal evaluations.

All information available on a child will be reviewed by a team of school personnel which will consist of all persons completing evaluations, a teacher(s) at the child's present level of functioning and the principal. The principal shall make the final placement decision.

Middle/Secondary Level – (6-12)

Parents/guardians who wish to have their child(ren) at the secondary level (grades 6-12) must provide the following information:

1. Identifying information (i.e. names, date of birth, chronological age, address)

2. Record of immunizations and illnesses
3. Results of a recent basic physical examination
4. Transcripts from all accredited institutions that indicate the courses completed, credits earned, grade awarded, attendance records, and dates of attendance.
5. A written request by the parent/guardian to have their child(ren) enrolled in the middle/high school.

Students wishing to enroll in the high school must be 14 years of age by September 1st of the school year in which they plan to enroll. Exceptions will be considered on an individual basis. They will be placed in an appropriate grade level based upon the number of credits they have earned in accredited programs. Only credits earned in schools and programs which are accredited by the Council of Regional School Accrediting Commissions will be accepted. A list of accredited schools and programs is available from the high school office.

High school aged students who wish to enroll in the Mineral Point District from a home-based private educational program will be assessed on their level of academic, social and intellectual functioning. Students will then be placed in the appropriate grade using the results of this assessment and the student's chronological age. The principal shall make the final placement decision. Grade placement does not affect credit requirements.

Those students who are planning to earn a Mineral Point diploma must complete all of the requirements as outlined in the District Graduation Requirements. All students who enter the Mineral Point Unified School District from a private, parochial or home-based private educational program must complete at least one full year of attendance before a diploma will be granted.

Policy 420-Rule Continued:

Legal Reference: Sections 118.165 (1)

118.167

115.001

115.28 (2) Wisconsin Statutes

115.80

118.13

118.14

118.145

140.05 (16)

PI9.03 (1) Wisconsin Adm. Code

Cross Reference: 345.6 Graduation Requirements

Adopted: November 1993

Revised: May 1995

June 2001