TRIO Wolf Creek Distance Learning Charter School #4095

620 CREDIT FOR LEARNING/TEST OUT/ASSESS OUT PROCEDURES

I. PURPOSE

The purpose of this policy is to provide a process to transfer student achievement results which occur outside of the charter school. The charter school will provide a process for transfer of academic requirements completed in any Minnesota school district, other schools, post-secondary institutions, other online schools, and credit by assessment for courses not covered by the above transfer guidelines.

II. GENERAL STATEMENT OF POLICY

The policy of the charter school is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, and online courses and programs.

III. DEFINITIONS

A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).

B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

C. "Commissioner" means the Commission of MDE.

D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.

E. "Eligible institution" means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

F. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

G. "Online learning" is a form of digital learning delivered by an approved online learning provider.

H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

The dean of students, or administrative designee, will be responsible for carrying out the process to award credit for these purposes. The following guidelines will inform the decision-making process:

1. Where there is a transcript from an accredited school, commensurate course credits and grades will be transferred to the student's local record.

2. At any time during the process, the Dean of Students, or administrative designee, may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.

3. The charter school will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.

B. Transfer of Academic Requirements from Other Schools

1. The charter school will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.

   a. When a determination is made that the content of the course aligns directly with the charter school graduation requirements, the student will be awarded commensurate credits and grades.

   b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class marks if a student has earned at least 7.25 credits from the school district.

c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the charter school's graduation requirements but is comparable to elective credited offered by the charter school for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the charter school's graduation requirements will not be used to compute honor roll and/or class rank.

d. At any time during the process, the Dean of Students, or administrative designee, may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the charter school upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.

a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.

b. Where the charter school determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with charter school graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).

c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the charter school's graduation requirements but is comparable to elective credits offered by the charter school for graduation, the student may be provided elective credit applied toward graduation requirements.

d. If no comparable course is offered by the charter school for which local high school graduation credit would be provided, no credit will be provided to the student.

e. Credit and grades earned from a non-accredited nonpublic school shall not

be used to compute honor roll and/or class rank.

f. At any time during the process, the Dean of Students, or administrative designee, may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.

C. Transfer of Academic Credits from Post-Secondary Enrollment Options

The Dean of Students, or administrative designee, will be responsible for carrying out the process to award credit through Post-Secondary Enrollment Options. The following guidelines will inform the decision-making process:

1. Course credit can be considered only upon presentation of a certified transcript from an accredited college. (3.0 credit college level class equates to 1.0 Wolf Creek credit.)

2. When it is determined that the content of the college course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the transcript.

3. In the event the content of the college course does not fully align with the content of a required high school course, the Dean of Students may provide elective credit and the grade will be recorded on the transcript.

4. At any time during the process, the Dean of Students, or administrative designee, may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.

D. Transfer of Academic Credits from Post-Secondary Institutions (non-PSEO approved)

The Dean of Students, or administrative designee, will be responsible for carrying out the process to award credit through this process. The following guidelines will inform the decision-making process.

1. Course credit can be considered only upon presentation of a certified transcript from an accredited college at the end of each semester.

2. The credit will be recorded on the transcript with a grade of “P” (pass) and awarded as an elective. Grades of “P” are not used to compute honor roll and/or class rank.

3. At any time during the process, the Dean of Students, or administrative designee, may ask for course descriptions, syllabi, or work samples from a course where credit is in question. Staff will refuse to provide credit until requested documentation is available for review.

4. A 3.0 credit college level class equates to 1.0 Wolf Creek credit.

5. Only college level courses will be accepted (no remedial, 099, or non-college level courses.)

E. Transfer of Credit for Online Learning Courses

The Dean of Students, or administrative designee, will be responsible for carrying out the process to award credit through online learning courses completed outside of the school setting.

F. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

G. Course Credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.

H. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the charter school's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth above.

V. CREDIT OF CONTENT STANDARDS BY ASSESSMENT

Date for Credit by Assessment

Due to the significant amount of time it takes to conduct a Credit by Assessment, students must apply by April of the previous year for Terms 1 and 2, and by August of the previous year for Terms 3 and 4 applications.

A. The charter school will provide eligible students electing to complete course work through assessment, including those with special needs, with the opportunity to receive credit for standards achieved in extracurricular activities, activities outside

of school, previous learning, and community and work experiences.

B. When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the charter school director in writing and complete the "Credit by Assessment" form. This can include the request to show content knowledge in a course of study by testing out of the course of study based on past academic experiences with the content.

C. Not more than thirty (30) days after the application is filed, it is the responsibility of the student and family to plan a standards meeting with the teacher responsible for the course the student wishes to assess out of for credit purposes. During this standards review meeting, the licensed teacher of the course will provide the student with a full list of content standards served in the course and examples of how these standards are met within the course by students completing the course. The student will have up to 30 days to create a portfolio that demonstrates their knowledge of the standards for the teacher of the course. 30 days after receiving the portfolio, the director shall be required to inform the student and the student's parents what additional evidence must be presented to certify the completion of the course work. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the standard, oral or written tests or interviews, actual performances or demonstrations assessed by staff or others knowledgeable in the specifications of the standard, and/or other as appropriate for the individual situation.

1. All written tests for this form of assessment will occur at the Wolf Creek campus location, or be supervised by Wolf Creek or designated personnel for this purpose. The charter school director is the only person who can designate that a student can take a test in an alternate location from the school building.

2. All tests will need a passing score of 80% to award credit for assessment.

3. The grade will be designated as a "P" or "Pass" on the transcript if 80% is achieved.

4. If 80% is not achieved, then no designation will occur on the transcript. If a student does not achieve an 80%, they cannot request to test out again for 12 months.

5. After the director notifies the students and student's parents of the required documentation, the documentation or "test out" must occur within 30 days to be valid.

6. The content area teacher within the content of the test out request has the ability to create the demonstration/test and to specify any details of the tests including, but not limited to, whether notes can be used, length of test, and purpose of test. Content area teacher is responsible for creating a test that proves that the course objective and all applicable standards are met by said testing option.

VI. WEIGHTED GRADES

A. TRIO Wolf Creek Charter School does not offer weighted grades.

Legal References:
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References:
MSBA Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
MSBA Policy 614 (School District Testing Plan and Procedure)
MSBA Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)
Policy 616 (Charter School System Accountability)
MSBA Policy 618 (Assessment of Standard Achievement)

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Credit by Assessment Form

Student Name: _____

Date: _____

Course requested for assessment: _____

Rationale for needed assessment:
Please be specific on how you already have the knowledge to assess out of this course at Wolf Creek Online High School.

_____

_____

_____

_____

_____

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_____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Director Signature: _____ Date: _____

- All written tests for this form of assessment will occur at the Wolf Creek campus location, or be supervised by Wolf Creek or designated personnel for this purpose, only as directed by the charter school director.

- Within 30 days of the charter school director receiving this form, the student and family are responsible for setting up a standards review meeting with the teacher of the course. A letter on how to contact the teacher of the course and the requirements for this meeting will be sent upon receipt of this form.

- Within 30 days of completion of the standards review meeting, the student must

present to the charter school a portfolio demonstrating all work that has been completed in standards areas for review.

- Within 30 days of the charter school director receiving the portfolio mentioned above, the charter school will inform the student if any additional information will be needed to determine the level of proficiency for this assess out and requirements of the assessment will be communicated to the student and family.

- The student will have 30 days to complete the assessment or it will no longer be valid.

- All tests (if applicable to this situation) will need a passing score of 80% to award credit for assessment.

- The grade will be designated as a "P" or "pass" on the transcript if 80% is achieved.

- If 80% is not achieved, then no designation will occur on the transcript.

- If a student does not achieve an 80%, they cannot request to test out again of the same course for 12 months.

Office Use only
Form Received _____
Standards meeting occurred_____
Portfolio received_____
Date test will be available if applicable_____
Date test may be conducted by_____
Grade achieved_____
Transcript notation: Yes_____ No_____