

## Criteria for Granting Secondary Credit to Students Transferring from Home Schools, Non-accredited Schools, and Unapproved Correspondence Schools

Adventist schools in the Southwestern Union Conference offering secondary subjects for credit may grant transfer credit to students entering from home schools, non-accredited schools, and/or unapproved correspondence schools. The determination will be made solely by the local school after evaluation of appropriate documentation and/or subject area competency tests.

The accompanying SECONDARY COURSE VERIFICATION FORM is to be completed by the parent(s) and student as early as possible in the admissions process. Local school officials will review the completed form and accompanying material when determining which courses will be granted credit.

If the local school officials have a concern in granting credit for any subjects listed, they may choose to administer one or more of the following test(s) to measure student proficiency in that subject area.

- national standardized achievement test
- published subject area competency tests
- teacher made subject area competency tests

Courses approved for transfer credit from home schools, non-accredited schools, or unapproved correspondence schools will be recorded on the local school's official transcript on a pass/fail basis with no GPA credit.

A student that receives more than 15 credits from home school, non-accredited schools or unapproved schools is ineligible for any top positions in the GPA class ranking. The student should also be enrolled in school no later than the beginning of the school year in which they will be graduating.

The SECONDARY COURSE VERIFICATION FORM will remain in the student's cumulative record.

### Instructions for completing the SECONDARY COURSE VERIFICATION FORM

Courses Completed	List the courses for which you are requesting secondary credit
Instructor	Identify the instructor or school providing instruction for each course
Time	Indicate the days per week and total hours per week on topic
Grades	Give the grade earned for each semester
Textbook	Provide the textbook name, publisher, and copyright date, or a description of other instructional resource material used.
Evidence	Describe the supporting material available that shows student work (i.e. tests, written assignments/reports, special projects, portfolios)
Credit	Indicate the credit requested (1 year =1 credit, 1 semester= .5 credit)

## SECONDARY COURSE VERIFICATION FORM FOR HOME SCHOOLERS

For requesting Secondary Credit for Students Transferring from Home Schools, Non-accredited Schools, and Unapproved Correspondence Schools

*Use additional copies of the form as needed.*

Courses Completed	Instructor	Time		Grades		Textbooks or References Used (Title, Publisher, Date, Etc.)	Evidence Available	Credits Requested	Date Course Was Completed
		Days	Minutes	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester				

Number of Community Service Hours: \_\_\_\_\_ Supervisor’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Instructor Signature

Name of affiliated Home School Association (if any): \_\_\_\_\_

Please attach grade reports for any course(s) listed above that were completed from a correspondence/distance education provider.

This form is not an official transcript, but will be included in the student’s official school records.