

## J-7 TRANSFER OF CREDITS

The Plainfield Community School Corporation has the responsibility to insure that all students are properly academically placed. To fulfill this responsibility to students transferring into the Plainfield schools, the following shall apply:

1. DEFINITION OF "ACCREDITED" - A transferring school will be considered accredited if it is accredited by the Indiana Department of Education, or in the case of a transferring school outside Indiana, by the equivalent governmental agency in that jurisdiction.
2. TRANSFER FROM AN ACCREDITED SCHOOL - Credit earned in an accredited school will be considered as equivalent to credit earned in the Plainfield schools. All course or course of study requirements of the Plainfield schools must be met. Determination of the application of courses at the transferring school to course or course of study requirements at the Plainfield schools shall be made by the principal within ten (10) days after receipt of adequate information from the transferring school. It is the responsibility of the parent or guardian to obtain all information necessary for proper academic evaluation and placement of the student.
3. TRANSFER FROM AN UNACCREDITED SCHOOL - Credit earned in an unaccredited school will be evaluated on the basis of substantial equivalency to courses or courses of study offered by the Plainfield schools. It is the responsibility of the parent or guardian to obtain adequate information on which to base a decision concerning substantial equivalency from the transferring school. The determination of substantial equivalency shall be made by the principal within ten (10) days after receipt of this information. In determining substantial equivalency, the principal shall consider:
  - a. the degree of similarity between the subject matter and educational objectives of the course at the transferring school and the equivalent course at the Plainfield schools; and
  - b. the degree to which the similar educational objectives were achieved by the transferring student.

In lieu of the above procedure, at the option of the parents or guardian of a student seeking to enroll in grades Kindergarten-eighth grade, the appropriate academic placement shall be determined by the results of a standardized test which provides a grade-level result.

4. An appeal from any determination concerning academic placement of a student may be directed to the superintendent of schools. The appeal must show that the facts do not support the determination of the principal or that the recommended academic placement is not in the best interests of the students.

SOURCE: Plainfield Community School Corporation  
Plainfield, IN  
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