

# Hortonville Area School District

**Title:** High School Graduation for Non-Traditional Students

**Date Adopted:** 6/23/03  
**Date Revised:**

**Policy No.** 5024.1  
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**Policy Statement:**

The Board of Education will allow selected adult community residents (ages 20 and beyond) to earn a High School Diploma.

**Rationale:**

For a variety of reasons, individuals in the community may have missed the opportunity to earn a high school diploma. These individuals are no longer able to enroll in the public high school as a traditional student due to age restrictions. This policy states the process that may be followed by a person that has chosen to earn a diploma.

**Scope:** District-wide

**Responsibility:** High School Principal

**Implementation:**

Adult person over 20 years of age may earn a diploma from the Hortonville Area School District high school under the following conditions:

1. The individual must submit a written request to have his/her transcript evaluated by the High School Principal. A copy of the transcript must be included with the request.
2. The High School Principal must respond to the individual within 10 (ten) working days. The response must include a list of coursework accepted to high school graduation credit and a list of deficiencies in high school coursework credit that must be earned.
3. Credits to address the deficiencies listed for high school graduation may be earned by enrolling in coursework offered by the Hortonville High School, another accredited high school, or an accredited post-secondary institution.
4. Any course that will be taken for credit must first be evaluated and accepted by the High School Principal. A course description and syllabus must be submitted to the High School Principal at least one month before the deadline for enrollment. The High School Principal will respond at least two weeks before the deadline date for enrollment. This requirement is waived for courses requested from Hortonville High School.
5. The Hortonville Area School District will not be responsible for any costs accrued by another school or institution associated with this coursework including fees, tuition, transportation and any other charges.

**Associated Information:** Wisconsin State Statutes 118.14 (2), 115.2(4)  
PI 5.06, 5.07, 5.08, 5.09

President \_\_\_\_\_ Date \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_