

HORTONVILLE AREA SCHOOL DISTRICT

Title: School Admissions/
Transfer Students

Date Adopted: 10/28/1991

Policy No. 5036

Date Revised: 5/23/1994

2/28/2011

Policy Statement:

It shall be the policy of the Hortonville Area School District to have on file a policy to address the placement of students transferring into the Hortonville School System.

The Hortonville Area School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

Rationale:

Students transfer into the Hortonville Area School District from many different kinds of educational institutions. Building principals need criteria for the placement of transfer students into the most appropriate educational program. This includes the recording of academic history and health records on permanent record cards. In addition, at the high school level, building principals and guidance counselors need procedures to determine the class rank and scholarship eligibility of transfer students.

Scope: All schools within the Hortonville Area School District

Responsibility:

Compliance with this policy shall be the responsibility of all building administrators.

Implementation:

1. Proof of Residency
 - A. the Board will provide education to students who are legal residents of the District. Proof of residency is required upon registration in the District . (i.e. utility bill or driver's license). If residency is with individuals other than a parent, it must be based on a reason other than educational purposes.
2. Registration and Enrollment
 - A. All transfer students into the Hortonville Area School District shall complete all forms and pay all fees as required by the school district. Fees for specific classes will not be prorated. Official verification of age and a clear academic history must be submitted for review by the building administrator. The academic history must include complete attendance records and grade reports. All immunization records, as required by law must also be submitted at the time of enrollment.
3. Placement of Student Transfers

The building administrator is responsible for placement of all transfer students in a grade classification that is appropriate to the age, ability level and academic history of the student. Standardized achievement test scores, classroom examinations and scores, course descriptions, anecdotal records of previous instructors and HBPEP information and other pertinent information will be considered in the initial placement of a student. All initial placement decisions are subject to change within the first forty-five (45) school days of enrollment.

Administrative Team Review 1/25/2011

Policy Committee 2/14/200

First Reading 2/14/2011 Second Reading 2/28/2011 Board Approved 2/28/2011

4. Graduation Credit
 - A. Credits will be transferred and applied toward the graduation requirement of Hortonville High School if:
 1. Sufficient evidence of successful completion has been submitted to the High School Principal.
 2. The course was a full semester in length.
 3. A course description verifying course content is available for review.
5. Valedictorian / Salutatorian
 - A. To be eligible for nomination as Valedictorian / Salutatorian a student must be enrolled in Hortonville High School and in attendance on or before the first day of second semester of the junior year and in attendance both semesters of the senior year.
6. Scholarships / Awards
 - A. All transfer students meeting the established criteria, are eligible for any scholarship or award.
7. Appeal Process
 - A. Decisions relative to any matter contained in this policy may be appealed to the Office of the District Administrator.

Associated Information:

Legal Reference: Wisconsin Statutes
Section 115.28(8)
115.80
118.13
118.14
140.06(16)

Cross Reference: Student Discrimination Complaint Procedures