

420 Rule 1 Transfer Students

Students transferring into the School District of Lodi from other public schools or private schools as defined in s.118.165 shall be assigned to a grade/schedule supported by the records from the school previously attended. Assignment shall be made by the building principal or his/her designee after the following have been completed/documentated:

1. **Registration:** All district registration forms have been completed.
2. **Transcripts:** The parent or guardian shall provide or make arrangement for the provision of all appropriate academic transcripts and other pertinent educational records. Where records are not available and verbal confirmation of academic status cannot be obtained, the School District of Lodi shall have the right to defer enrollment until such a time that appropriate information can be obtained.
3. **Health Records:** Parents are required to provide immunization records as required by state of Wisconsin law or to elect an exception as allowed by statute. Although medical and dental examinations are not required for enrollment, they are encouraged.

Students transferring from a private school that does not meet the criteria under s.118.167 or a home-based private educational program as defined in s.115.01 may be required to take an examination to determine appropriate grade placement. Once a placement recommendation has been made by the district, the parent or guardian will have up to 45 calendar days to appeal the decision to the district administrator. Such appeals should be in writing and will be responded to in writing within 10 school days. If the parent/guardian wishes to appeal the District Administrator's decision, such appeals should also be in writing and must be submitted to the School Board. For district purposes, the decision of the Board is final.

Credits Toward Graduation: Courses taken at the ninth grade or above at other public schools or private schools approved by the state superintendent as defined in s.118.165 and 118.167 shall be accepted as documented on transcripts. Courses will be assigned a required or elective status based on the transcript or, if needed, course descriptions provided by the previous school. Grades earned in these courses will count toward the student's grade point average (GPA) at Lodi High School.

Students transferring from a home-based education program or private school not meeting criteria set up in s.118.165 or 118.167 shall be given up to six credits per year for courses taken at ninth grade or above when appropriate documentation is provided. This documentation may include but is not limited to a portfolio, a transcript from a correspondence program, or completed tests/projects. Courses taken will be assigned a required or elective status based on the documentation provided. All courses will be assigned a grade of "satisfactory," and grades will not count toward the GPA at Lodi High School.

Awards and scholarships managed or facilitated by the School District of Lodi are available only to students who have attended a public school or a private school meeting criteria established in s.118.165, for a minimum of four semesters, minimally the final two of which the student was enrolled full-time at Lodi High School.

Whenever the district is notified that a resident student is enrolled in a home-based or unapproved private education program, it shall send a copy of this policy to the parent/guardian.

Legal References: s.115.001 (3g)
 s.115.001 (3r)
 s.118.165
 s.118.167

Policy Cross Reference: No. 460 Student Awards and Scholarships

The School District shall not discriminate in the methods, practices and materials used for testing and evaluating students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, cognitive, emotional or learning disability or handicap.