

SCHOOL ADMISSIONS

Any student seeking full time entrance into the Appleton Area School District must reside within the established boundaries of the district, except as otherwise provided through the provisions of statewide open enrollment, tuition agreements, or international exchange programs. Admission of students under five years of age by September 1 of a given school year or over twenty years of age, is permissive on the part of the School District. Families who move into the District after registration are encouraged to contact the district office as soon as possible. The administration shall verify the age and residence of all students enrolled in the district, and parents and guardians must present immunization records as required by law.

Resident and nonresident high school students have the option of part time enrollment. Students may enroll in up to two high school courses when space is available. Part time enrollment is not an option for students at the elementary and middle school levels.

Appleton public schools maintain the authority to determine grade level/course placement and to accept and/or deny transferring credits. A transcript will be required or, in the case of home instruction, a signed copy of PI-1206 (Home-Based Private Educational Program Form) and accompanying documentation verifying the required hours of instruction and the provision of sequentially progressive curricula.

Student Nondiscrimination

The Appleton Area School District does not discriminate against students on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional or learning disability in its education programs or activities.

Cross Reference: Immunization of Students, 453.2
Public School Open Enrollment, 425-Rule
Student Records, 347
International Exchange, 422.1
School Entrance Ages and Early Admission, 421

Legal Reference: Wisconsin State Statute 121.004(7)(e)
Wisconsin State Statute 118.14

Adoption Date: August 24, 1987

Amended Date: June 27, 1994 & September 23, 2002

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Procedures

- I. Guidelines for part-time participation in district courses
 - A. This includes students within the district requesting courses at another high school, resident home-based/private school students, and nonresident students.

Depending upon enrollment availability, students are allowed to part-time enroll for a maximum of two high school courses per semester.

1. Students requesting part-time enrollment for a course must apply six weeks before the starting date of the course.
2. Students will be charged the same course fees that full-time public school students are charged.
3. Transportation will be the responsibility of the student's parent or guardian.
4. Students will earn the same credit for courses as public school students.
5. Students must agree to abide by all district rules and regulations.
6. According to section 121.004(7)(e) of Wisconsin State Statutes, school districts may count private and home-based students who are taking up to two courses at the high school as part of their enrollment total.
7. Private school or home-based student **may not** participate in the full-time open enrollment program while the student remains enrolled in the private school or home-based private educational program.

* There is no part-time participation for elementary and middle school students.

- B. Student Records:

1. Student records relating to private school and home-based students that are maintained by the school district are governed by the same laws that govern the records of public school students

- II. General Policy Guidelines for School Officials Regarding Grade Level Placement and the Transfer of School Credits for Full-Time Students

When a full-time student seeks first-time admission or readmission to the Appleton Area School District, an objective evaluation of the student's previous coursework and his/her skill and achievement levels will be made in order to determine appropriate grade level, course placement and/or credits earned. The term "credit" refers to a unit of measure given for the successful completion of a course of study. *The AASD maintains the right to refuse to award high school credit(s) and to grant a specific grade/course placement if the curriculum does not meet the standards for rigor and content as approved and offered by the district.

- A. Students transferring from schools/programs accredited by an agency recognized by the U.S. Department of Education

420-Rule (cont.)

1. The district will accept the successful grade level completion granted and/or number of course credits by the school/program from which the transfer is made
 2. If high school level courses taken from accredited institutions have a credit awarding system different from AASD, the transferring credits will be determined on a ratio conversion to the AASD system
 3. Grades will count towards the student's overall grade point average (GPA) for class ranking purposes
 4. When records do not exist or do not arrive in a timely fashion, the building principal may make a tentative grade level or course placement. This placement is subject to change based upon review of records and/or student assessment.
- B. When a student transfers from a home school setting, a non-accredited institution or school that is not state or nationally recognized (accredited) and/or no official transcript or records of academic accomplishments exist:
1. The school principal/designee shall evaluate the student's records to determine the amount of credit and/or grade placement that will be granted for the alternative educational program(s). Credit for courses and/or grade level placement may be given when documentation of successful completion of the coursework is evident. Evaluative criteria may include but is not limited to:
 - a. Curriculum reviews
 - b. Portfolios of completed work
 - c. Progress reports
 - d. Assessments
 - e. Grade reports
 - f. Documentation of instructional hours
 2. If the above evaluative criteria cannot be met, an assistant superintendent/designee shall utilize a means of assessment that is appropriate to determine if the student has in fact accomplished the requirements of the grade placement/course(s) in question. There may be instances when the student will be requested to take an examination(s) prior to grade and/or course placement and/or credit being awarded. Standardized tests, course(s) semester and/or final examinations may be administered to determine grade/course placement and/or credit. If it is determined that credit has been earned, an "S" (Satisfactory) will appear on the transcript.

** If a student or parent/guardian is not satisfied with decisions regarding assessment and/or credit denial, contacting the building principal may start the district's appeal process.*

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