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## **620 - CREDIT FOR LEARNING**

### **I. PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in other schools, in alternative learning sites, in Post-Secondary Enrollment Options and other advanced enrichment programs, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district to develop and provide processes and procedures by which students may meet a graduation requirement for a content standard, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of standards completed in another Minnesota school district, recognition of work completed in other schools and post-secondary institutions, and credit for standards achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences.

### **III. TRANSFER OF CONTENT STANDARDS**

- A. The school district will transfer high school content standards achieved in earlier grades or in other schools on standards-based programs to the student's record upon receiving an official copy of the records from the previous school of attendance, completion of a summer school program or the like. A procedure for the transfer of such records which addresses how transfer of achievement will be accomplished for students, including those with special needs will be established. The superintendent will submit the procedure for transfer of records to the school board for approval. Upon approval by the school board, the procedure for transfer of records shall be deemed part of this policy.
- B. The content standard achieved, the score achieved and the site from which the content standard is transferred shall be included in the student transcript.
- C. Students shall be advised of the opportunities available to complete further requirements and electives.

#### **IV. RECOGNITION OF COMPLETED WORK**

- A. The school district will translate work completed by students, including those with special needs, in schools (K-12, post-secondary or other) which have not reported achievement according to the Minnesota Graduation Standards, into standards completion equalizations.
- B. A procedure to implement such translations with fairness and consistency will be established. The superintendent will submit the procedure for translation of records to the school board for approval. Upon approval by the school board, the procedure for transfer of records shall be deemed part of this policy.

#### **V. CREDIT BY ASSESSMENT**

- A. The school district will provide students, including those with special needs, with the opportunity to receive credit for standards achieved in extracurricular activities, activities outside of school, previous learning, and community and work experiences.
- B. When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the principal.
- C. Not more than sixty (60) days after the application is filed, the principal shall inform the student and the student's parents what evidence must be presented to certify the completion of the standard. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the standard, oral or written tests or interviews, actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the standard, and/or other as appropriate for the individual situation.
- D. Upon the principal's determination of successful submission of the required evidence, the standard shall be noted on the transcript, with a score if appropriate, and a notation of where and when the standard was completed and verified.

#### **VI. VARIATIONS OF CONTENT STANDARDS**

- A. Upon application of a student, with approval of the student's parent or guardian, the school district must waive any content standard when the school district determines that:
  - 1. the student is participating in a course of study as rigorous or more rigorous than required by the Graduation Rule;

2. achieving the content standard to be waived would have the effect of precluding the student's opportunity to participate in the rigorous course of study; and

3. the content standard could not feasibly have been attained earlier in the students' course of study.

- B. A waiver may not have the effect of a student graduating with no completed content standards in any of the learning areas one through nine of the Profile of Learning and a waiver should rarely be granted from more than one requirement.
- C. Application for a waiver will be considered only if the application is submitted not more than eighteen (18) months and not less than six (6) months prior to the student's anticipated graduation date.
- D. A waiver will be revoked if the student fails to successfully complete the alternative rigorous program.
- E. The school district shall annually inform the Department of the number, type and conditions of waivers granted in a format prescribed by the Department and shall work with the Department to reduce the number of waivers needed.

***Legal References:*** Minn. Rule Parts 3501.0010 to 3501.0180 (Rules relating to Graduation Standards--mathematics and reading)  
Minn. Rule Parts 3501.0200-3501.0290 (Rules relating to Graduation Standards--written composition)  
Minn. Rule Parts 3501.0300 to 3501.0469 (Rules relating to Graduation Standards--Profile of Learning)  
Minn. Rule Part 3501.0370, Subp. 1(B) (Assessment and Scoring Student Achievement)  
Minn. Rule Part 3501.0420 (Implementation Reporting)  
Minn. Stat. § 120B.02 (Results-oriented Graduation Rule)  
Minn. Stat. § 120B.11 (School District Process)

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Basic Standards Testing,  
Accommodations, Modifications, and Exemptions for IEP, Section 504  
Accommodation and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)