

**GUIDELINES FOR STUDENTS ENTERING FROM
HOME INSTRUCTION, PRIVATE SCHOOL PROGRAMS, OR
VIRTUAL PROGRAMS**

A. Evaluating Credit Bearing Courses of Students Entering from home instruction, private school programs, or virtual school programs

When a student enters Botetourt County Public Schools from a home instruction, private school program or virtual school program, the following procedure is to be used for granting credit that fulfills graduation requirements:

1. If the student is coming from a private school or has course work from a virtual program, an official transcript from the school must be provided. If the student is coming from a home school program or other program that does not issue transcripts, the parent/guardian shall provide the school with a list of courses taken, the objectives for each courses, a description of the content of each course, and evidence of achievement in each course.
2. Credit-bearing courses taken by students through private schools and virtual programs accredited through Virginia Council for Private Education will be accepted for credit provided they are courses that satisfy graduation requirements in the Commonwealth of Virginia. The letter grade recorded on the official transcript will be accepted. If only a numerical grade is provided, the letter grade will be determined based on the division's grading scale. The grade will become part of GPA calculations.
3. If the enrolling student is requesting credit for core subjects taught through a non-accredited private school or virtual program, the student must take a course validation test in each core subject for which the student is requesting credit.
 - a. Students who enroll prior to the opening of school are required to take validation tests prior to the development of a class schedule.
 - b. Students who enroll during the school year must take the course validation tests within the first two days of enrolling in the school.
 - c. Once testing is completed and the student's performance is assessed, the school will work with the student and parent/guardian to build an appropriate class schedule.
 - d. If the number of tests a student must take cannot be completed within the two days, a testing schedule will be developed with the approval of the principal.
 - e. Other courses may be taken for elective credit if there is adequate documentation of curriculum and satisfactory or better achievement.
4. Demonstration of an acceptable level of competency on the validation test will result in credit being awarded for all sequentially related courses that were taken prior to the validated course. A student may not retake a course validation test. If a student does not meet the targeted level of competency, the student must repeat the course.

5. If a student wishes to earn a verified credit for any transfer course, he or she must take the associated Virginia Standards of Learning test and earn a score that is considered proficient.

B. Evaluating non-credit bearing courses of secondary students entering from home instruction, private school programs, or virtual school programs

When a student enters Botetourt County Public Schools from a home instruction, private school program, or virtual school program the following procedure is to be used:

1. The parent/guardian of the enrolling student shall provide the school with a list of courses taken, the objectives for each courses, a description of the content of each course and evidence of achievement in each course.
2. Based on the information provided by the parent, the school may give the student an assessment in reading or math to help plan an appropriate educational program and determine appropriate grade placement.
3. A letter grade will not be accepted from any private school or program that is not accredited through the Virginia Council for Private Education. If a course is accepted, the grade will only be recorded as Pass or Fail on the student's Botetourt County Public Schools transcript and will not be included in GPA calculations.

C. Elementary Students entering Botetourt County Public Schools from home instruction, private school programs, or virtual school programs.

When an elementary student enters Botetourt County Public Schools from a home instruction, private school program, or virtual school program, the following procedure is to be used:

1. Division assessments from the following placement menu will be used for students who are enrolling from a home instruction, private school program or virtual school program.
 - DIAL-R (kindergarten)
 - Fountas & Pinnell Benchmark Reading Assessment
 - PALS (K-3)
 - Interactive Achievement Reading Pretest (Grades 2-5)
 - Division Writing Prompt, scored with the rubric
 - Division End-of-Year Math Test (K-1)
 - Interactive Achievement Math Pretest (Grades 2-5)

2. If the student is coming from a private school, the student's academic record from the school must be provided. When a student enters from a home instruction program, the parent/guardian shall provide the school with a list of subjects taken, a description of the content of each subject, and evidence of achievement in each subject. This information will be used in conjunction with the data from the screening to assist in the placement decision.

3. Students transferring in grades K-8 from Virginia public schools or nonpublic schools accredited by one of the accrediting constituent members of the Virginia Council for Private Education shall be given recognition for all grade-level work completed. The academic record of students transferring from all other schools shall be evaluated to determine appropriate grade placement in accordance with policies adopted by the local school board. (8VAC20-131-60.A)

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