

Appendix IV Student Placement/Transfer Guidelines

A. A transfer student may be accepted and placed temporarily in accordance with a report card or a grade sheet that is hand-delivered by the student and/or parents; however, the official transcript must be received from the previous school for official placement in a grade (elementary) or in specific courses (secondary). If the official transcript is not received within six weeks after temporary enrollment/placement, the school may move the student to a lower placement, or, if deemed appropriate, inform the parents that the student's instructional/educational needs do not match the mission and/or the admissions policy of the school. If there is not a match between student instructional/educational needs and the school's mission and/or its admissions policy, the student can be refused official admission.

B. Schools should have a written first grade and five-year-old kindergarten (K5) age entry policy. AISA recommends that students entering K5 be five years of age before October 1st or students entering first grade be six years of age before October 1st. Schools should consider state law for public schools when developing age entrance policies to maintain consistency with other state academic programs.

C. A senior transferring into an AISA school must be a viable candidate for graduation from the school he/she is leaving. For example, if the school is an Alabama public school, the student must have passed all required courses through the 11th grade, so that all course work requirements for graduation can be met during the senior year at the AISA accredited school.

D. Transfer students from non-traditional schools, PACE programs, and/or from home schooling must provide notarized statements of grade level(s) (elementary) and/or courses/subjects (secondary) completed. Students may be temporarily placed while their progress is evaluated to determine if changes to their placement are necessary. If changes are necessary, school administrators should take great care to not disrupt the student's learning.

E. The school accepts and classifies transfer credits or grade placements from schools that are accredited by regional accrediting agencies that are part of Cognia or the National Council for Private School Accreditation (NCPSA) without further validation.

F. Schools shall honor grading scales, practices and credit awarded from the transferring school. It is not permissible to adjust a transfer student's grades/credits to meet the transferred school's own standards.

Appendix V Graduation Guidelines

- Each student who graduates from an AISA accredited school must earn a minimum of twenty-four (24) credit hours to receive a diploma. The following units must be included in the credits earned:

CORE UNITS REQUIRED

English Language Arts 4

Must include the following:

American Literature

English Literature

Mathematics 4

Must include the following:

Geometry

Algebra II

Science 4

Must include the following:

A Laboratory-Based Biological Science

A Physical Science

Social Studies 4

Must include the following:

American History

American Government

Notes:

1. AISA Graduation Guidelines are intentionally broad to give schools the flexibility to create their own diploma requirements and guidelines that best fit their independent missions. When developing guidelines, schools should consider statewide requirements, college admission requirements, NCAA requirements and career preparedness. Additionally, schools may choose to develop different diploma paths and standards (standard diploma, college prep diploma, advanced diploma, honors diploma, etc.) These guidelines should be clearly noted in student/parent handbooks and materials.
2. The following subjects may be taken below the 9th grade for credit toward graduation so long as they carry the same rigor as a high school course: Algebra I, Geometry, Introductory Computer, Health and Foreign Language. This is a school decision approved by school's board.
3. For credits to be given in laboratory science courses, students must engage in traditional hands-on laboratory activities on a regularly scheduled basis. Science courses in Biology, Chemistry, Physics, Physical Science and Anatomy/Physiology must include the prescribed curriculum and learning activities supported by a traditional textbook and a correlated laboratory manual.
4. Member schools are not authorized to issue diplomas based on completion of the GED or other types of examinations or on the completion of any given number of years of schooling.
5. Subjects taught by tutors will not be counted toward AISA graduation requirements.
6. Credits earned toward graduation in a summer school program must be from a program that is approved by the State Department of Education, Cognia, NCPSA and/or sanctioned in writing by AISA office.