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# STRATFORD BOARD OF EDUCATION

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**POLICY TITLE:           TRANSFER OF CREDITS**  
**POLICY NUMBER:       6172.61**

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## **Acceptance of Transferred Academic Credits**

A parent who seeks to have academic credits transferred to Stratford Public Schools from some other educational program or school must know that Stratford Public Schools might not recognize credits for work done outside of the Stratford Public Schools program. In order for Stratford Public Schools to accept transfer credit for any student enrolling or re-enrolling in the Stratford Public Schools, including credits received from home schooling or online, an official transcript from an accredited secondary school or program must be provided that clearly identifies course and credits awarded by the school, as well as the date when those credits were awarded. Also, Stratford Public Schools reserves the right to make the sole determination as to which credits, if any, it will accept for transfer credit. The parent must take heed of these requirements if there is any possibility that in the future the child will enroll or re-enroll in the Stratford Public Schools and seek academic credit for any or all of a program conducted elsewhere.

The Superintendent of Schools shall develop administrative regulations governing this policy. The administrative regulations shall explain the procedures by which credits will be transferred, shall define the term “credit”, and define what constitutes an “accredited” secondary school or program.

It is the parent’s responsibility to ascertain in advance that the school or program providing school instruction is accredited as defined in the Administrative regulations for this policy. Further, if a parent has the intention to seek a STRATFORD PUBLIC SCHOOLS diploma for his/her child, it is also the parent’s responsibility to know of the current graduation requirements of the Stratford Board of Education and to monitor the child’s program in relation to those requirements. In any event, a Stratford Public School’s diploma is awarded only to those students who have fulfilled the graduation requirements, including attendance, as set forth by the Stratford Board of Education.

## **Definition of Accredited Schools or Programs**

An “accredited” secondary school or program is defined as: (1) a secondary school or program that has been accredited through a formal approval process conducted by any one of the state education departments among the fifty United States [e.g. the Vermont Department of Education or the New York State Education Department Board of Regents]; (2) a regional accrediting agency approved by the United States Department of Education; or (3) a secondary school or program that holds current accreditation from one of the six regional commissions responsible for accrediting high schools and colleges across the United States. The six regional accrediting commissions are as follows:

- Northwestern Association of Schools
- New England Association of Schools and Colleges
- Middle States Association of Schools and Colleges
- Southern Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Western Association of Schools and Colleges

No other accreditation is recognized for these purposes by the STRATFORD PUBLIC SCHOOLS.

### **Procedures**

1. The assigned school counselor will conduct a review of the transfer of credits request and determine which credits are accepted and approved for transcript inclusion as well as for meeting graduation requirements. In matters of uncertainty or dispute regarding the transfer of credits, the high school Principal will make the final determination.
2. Only credits earned from accredited schools or programs will be allowed for transfer. Accredited schools or programs are only those as defined in Board Policy 6172.61, "Transfer of Credits". The School administration will not permit transfer for credits earned in non-accredited schools and programs.

**STRATFORD PUBLIC SCHOOLS**  
**Academic Program Coordination Plan**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Today's Date \_\_\_\_\_ Counselor (If Gr. 6-12) \_\_\_\_\_

Start/End Dates of Anticipated Transfer \_\_\_\_\_

Parent/ Guardians \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Name of Transfer School/Program \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Primary Contact \_\_\_\_\_

Commission Accrediting this School/Program \_\_\_\_\_

**Stratford Public School**

**Transfer School Program of Study**

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2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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10. \_\_\_\_\_

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9. \_\_\_\_\_
10. \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Administration's Disposition of Request \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_