Administrative Procedure 6223

IN-DISTRICT TRANSFER: 20 DAYS OR LESS REMAINING IN SEMEMSTER

Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe and define protocols related to a student transfer within the last 20 days of the semester in Washoe County School District (District).

PROCEDURE

1. This Administrative Procedure deals with the student who wishes to change schools with twenty (20) or fewer school days left in a semester.

2. It is in the student's best interest to remain in his/her original school until the end of the semester, however that is not always practical for families. Should a student need to move within the last 20 days, the school to where the student transfers will make arrangements to provide the final exams from the original school to the student.

3. Please Note:

    a. If offering the student final exams from the original school is not an option, it would be better for the student to earn credit by taking finals at the new school and using transfer grades than not to earn credit at all because the student cannot return to the sending high school to take finals; and

    b. Students who have taken the entire course but miss the final and therefore fail the course may under NAC 389.670 take a mastery exam to recover the credit.

4. Students who move to a school <u>outside</u> of Washoe Country with twenty or fewer days left in the District semester may receive credit for the semester from the new school, depending upon its policies **or** complete work and take finals from the original District high school and receive credit from the District. No credit will be awarded by the District high school until all schoolwork is completed and the final exam is taken. A student may not receive credit from both high schools for the same semester. Final exams may be sent to an administrator or counselor at the out-of-county high school and returned to the original high school for grading. The District math final will not be sent out- of-county; an alternative final created by the math teacher will be used as a substitute. No finals may be taken early.

5. Requests for finals must be made within two weeks after the end of the District semester. The District high school must have received all make-up work and

the completed finals for each course within six weeks after the beginning of the next semester or the course grade becomes an "F" and no credit will be awarded. All District high school grades are final six weeks after report cards are issued.

LEGAL REQUIREMENTS ANDASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
    a. Administrative Procedure 5515, Transcript Evaluation.
2. This Administrative Procedure aligns with Nevada Administrative Code (NAC), to include:
    a. NAC 389.670, Credit for specific course without attending classes.

REVISION HISTORY

Date	Revision	Modification
02/01/2012	1.0	Adopted as Accepted Practice
12/05/2013	2.0	Revised: Converted to Administrative Procedure
06/30/2022	3.0	Revised: Updated to reflect new six-week timeline for incompletes.