

ADMISSION AND PART-TIME ENROLLMENT OF STUDENTS
FROM NON-CHARTERED OR HOME SCHOOLING

The following procedures will be used to determine placement and credit, if applicable, for students enrolling from a non-chartered school or home schooling (home education).

1. The student must enroll in the building for the attendance zone in which he/she resides. To be able to better accommodate a student and ensure a smooth transition into the educational program, it is required that a student enroll at the beginning of an academic term (semester).
2. The grade level assignment is determined by the age-appropriate grade level and the total number of credits a student has earned, if applicable.

The minimum number of credits required for assignment to each grade level above the ninth grade is subject to yearly review. Please refer to the current course selection guide booklet for a listing of credits required. A student may earn no more credit than a Milford High School student could earn in one year. The awarding of credits will be based on the satisfactory evidence included in the academic assessment report. This evaluation information should include results from standardized tests such as the PSAT, ACT, SAT, Stanford Achievement Test, or the State of Ohio Achievement test(s). It is recommended that the student assessment be completed prior to enrollment at Milford High School. An administrator will review all assessment information and make a decision regarding placement and the awarding of credits. The student's parent/guardian must provide the following for each class submitted for credit.

- A. a notarized statement attesting to the grade and credit earned and the hours spent on each subject
- B. documentation of credentials for the person who instructed the student
- C. a portfolio of student work completed
- D. sample tests and scores
- E. a list of the books used for instruction
- F. standardized test scores as noted above
- G. courses of study
- H. a copy of transcripts/grades from any previous schools

Grades for home schooling will be identified as "S" (Satisfactory) or "U" (Unsatisfactory) on the student's transcript. The rank and GPA will be established after the completion of sixteen (16) attempted units of credit.

A student without adequate academic assessment records as determined by the Milford schools will be temporarily placed in a grade by the principal. During the temporary placement, the student's credits will need to be verified as stated in items A through H above.

3. Academic assessment and remediation of home-education children should be performed in accordance with OAC 3301-34-04 and 3301-34-05.