

# Regulation JFAC

## Las Cruces Public Schools

Related Entries: JFA, JFAC, JFB, JFB-RA, JFAC  
Responsible Office: Associate Superintendent for Instruction

### ENROLLMENT OF STUDENTS FROM NON-ACCREDITED SCHOOLS, INCLUDING HOME SCHOOLS

#### I. PURPOSE

To establish procedures regarding the enrollment of students from non-accredited schools, including home schools, in Las Cruces Public Schools.

#### II. POSITION

Prior to grade placement, any student transferring from a school that is not accredited by the New Mexico Public Education Department (PED) or a regional accreditation association (including home schools) shall provide satisfactory documentation that the student has met the standards established by the Secretary for the grade level assignment. According to the PED Procedures Manual for Home School Operators in New Mexico, "Home school students are not considered public school students and do not receive credits for the courses, unless the home study program is through an accredited correspondence school." Credit will only be awarded if the credit is from an institution or organization that has been accredited by one of the regional accreditation agencies.;

#### III. PROCESS

- A. At the time of registration, parents must present a written list of subjects taught and materials used, standardized assessment results, other data indicating performance level of the student, and other pertinent information to the principal/administrator or counselor.
- B. Placement in Grades K-Eight
  1. Student placement by grade level or course subject shall be based on documentation of subject mastery, assessment results, teacher recommendations, and previous grade level assignments, subject to the determination that the student can meet the standards adopted by the Secretary of Public Education for the grade level.
  2. In the event that a student has not taken or passed an approved standardized test, he/she may be tested at the school before permanent grade placement is assigned.

- a. The principal/administrator will be responsible for selecting the indicators needed to determine appropriate placement.
    - b. The school may administer a battery of examinations, either published or district-developed, when deemed necessary for placement.
  3. A placement conference may be held for any student who scores below grade level on any of the basic areas (language arts, reading, and mathematics) or on the required achievement test.
    - a. Conference participants shall include an administrator, a counselor, the parent(s)/guardian(s), and other personnel deemed necessary by the school.
    - b. Based on data presented during the conference, the receiving principal/administrator shall determine class and grade placement.
    - c. The local school shall retain the option to reconsider placement at any time during the school year.
- C. Credit for Graduation Requirements in Grades Nine-12
  1. Credits from schools that are accredited by a state public education department in the United States, its territories, a regional accreditation association, or the U.S. Department of Defense shall be transferable with no loss of value.
  2. Credits from correspondence, extension study, foreign study, home school, on-line classes or non-PED accredited nonpublic schools shall be transferable with no loss of value if the institution or organization is one that is accredited by one of the following regional accreditation agencies: Middle States Association; Middle States Association; New England Association; North Central Association (Advanced), Northwest Accreditation; Southern Association, and Western Association and has met the standards adopted by the state where the credit was granted.
  3. The maximum credits that will be accepted for each year in attendance in a home school will be assigned by the school based on verifiable course work, not to exceed a maximum of 12 credits per year.
  4. Each student who enrolls and requests the transfer of academic credits to fulfill graduation requirements shall be provided with a list specifying the courses for which credit has been accepted for graduation and those for which credit has been denied by the local school.

**IV. RECORDING CREDITS AND GRADES**

- A. Students who receive home instruction will not have letter grades entered on their permanent record. When the student is enrolled, "Home Schooling" will be written in the attendance and grade section of the cumulative folder. At the secondary level, courses will be listed and credit will be recorded by marking "P" for pass or "S" for satisfactory.
- B. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school in grades nine-12, home school or non-accredited school credits will not affect grade point averages.
- C. A student must meet all graduation and attendance requirements for LCPS to receive a diploma.



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*Associate Superintendent for Instruction*

August 23, 2011

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*Date*

*Legal Ref:* 6.30.2.10 NMAC

*History:* New regulation 01.06.06; revised 08.16.11