# STUDENTS

## Administrative Procedure – Placement of Nonpublic School Students Transferring Into the District

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>Parent(s)/Guardian(s) of a nonpublic school student transferring into the District</strong></td>
<td>Shall perform all school admission requirements contained in Board policy 7:50, School Admissions and Student Transfers To and From Non-District Schools, and administrative procedure 7:50-AP, Administrative Procedure - School Admissions and Student Transfers To and From Non-District Schools.</td>
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| **Building Principal or designee** | Meets with parent(s)/guardian(s) to discuss appropriate placement.  
Inquires about the student’s special interests, concerns, and goals.  
Administers a Student Home Language Survey. ISBE provides Sample Home Language Surveys that are available in English and twenty-nine other languages at: www.isbe.net/Pages/Screening-for-English-Language-Proficiency.aspx  
Determines achievement level based on interviews, school records, achievement testing, and/or other appropriate means.  
Considers special circumstances, e.g., whether the student: is gifted, is accelerated, has a disability, is homeless, has limited English proficiency, is part of a migrant family, has special medical needs, or has other needs.  
Before making a placement decision, seeks input from appropriate school personnel.  
In grades 9-12, students entering high school will be required to pass semester exams from each course in which credit is sought in order for credit to be granted and must meet all state requirements for high school placement.  
Completes other enrollment procedures. |

Adopted 11-18-97  
Revised 4-25-05  
Revised 05-19-09  
Revised 04-20-20