

GOAL ACADEMY POLICY

Grade Level Placement

Section: J-Students

Policy Number: J-2

Policy Name: Grade Level Placement

Approval Authority: Board of Directors

Responsible Executive: Chief Learning and Engagement Officer

Responsible Office: Learning and Engagement

Originally Issued: 2/15/2010

Revisions: 1/20/2012, 6/21/2016, 7/31/2018

1. Policy Statement

All incoming GOAL Academy students will be placed in the grade level deemed appropriate to each student based upon a transcript review.

2. Reason for Policy

To ensure all GOAL students are placed in the appropriate grade level to complete curriculum and testing per Colorado Department of Education and GOAL Academy requirements.

3. Who Should Read This Policy

All members of the GOAL Academy community

4. Related Documents

5. Contacts

Career and College Readiness Counseling Coordinator, Counselors, Sr. Director of Support Services, Sr. Director of Accountability

6. The Policy

GOAL Academy determines grade level placement based upon the number of years a student would have attended high school if the student had been continuously enrolled from the start of the 1st semester of 9th grade.

The primary method of determining grade level is to conduct a transcript review. The counselor determines what year and semester the student began the 9th grade. The counselor extrapolates through eligibility the proper grade level in which the student should be placed. *Note: Credits achieved have no effect on grade level; high school eligibility is the sole definitive determinant of grade level placement.* If no historical transcript is available, the counselor interviews the student to assess proper grade level placement, using the student's self-reported information as well as the student's age to guide the grade level placement. If the student's enrollment is too close to Count Day to allow for a student/counselor interview to take place, the counselor may need to make

an initial grade level placement based upon the student's age until more reliable information can be obtained. If a grade level determination is made without a

transcript, the advisor needs to document this in the student's cumulative file, and also note the information in the Student Information System. Counselors will maintain a list of students who do not have a transcript on file, or order to follow-up with the process of obtaining these records. When the historical transcript is obtained, the counselor will determine if the initial grade level placement needs modification and if so, modifies the grade level and notifies the Principal of the change. At the end of each school year, the Registrar directs the "roll-over" of all current students to the next higher-grade level placement in preparation for the coming school year.

