



## **MEMORANDUM**

May 23, 2007

TO: District Superintendents  
District Contacts  
Principals of SACS CASI Accredited Schools

FROM: Pat Wentz, Director of School Services  
Florida SACS CASI Council

SUBJECT: SACS CASI Policy on Validation of Transfer Credits for Florida

Summer and the beginning of the school year are especially busy because of students transferring into our schools. The enclosed is offered to facilitate timely and effective transfer of credits into a SACS CASI accredited school.

The following are included for your easy access and use:

- I. SACS CASI Policy II, 2.01, e: Credits or Grade Placement (effective July 1, 2007)
- II. Additional SACS CASI Transfer Policy for Florida (effective June 20, 2003)
- III. State Uniform Transfer of High School Credits: Florida DOE Rule 6-1.099(effective October 10, 2003)

The SACS CASI policy (I and II above) are required policies for SACS CASI accredited schools. The FDOE policy is offered for your information.

Please note especially the case of high school course credits (such as Algebra I) that are taught in a middle school 8<sup>th</sup> grade with a FDOE high school course code number and transferred into a SACS CASI accredited high school for high school credit. Such credits must be from a SACS CASI accredited middle school or must be validated by the receiving SACS CASI high school.

### **I. SACS CASI Policy II, 2.01, e: Credits or Grade Placement**

An NCA CASI or SACS CASI accredited school shall accept and classify transfer credits earned or grade placement from schools that are accredited by a recognized national, regional/trans-regional<sup>1</sup>, or state accrediting agency without further validation based on the school's policies and procedures governing such offerings. The school's policies and procedures should be designed to ensure proper academic placement of the student.

A school may accept credits or grade placement from non-accredited schools when validated by one or more of the following procedures: a review of the student's academic record, an analysis of a sending school's curriculum, a review of a portfolio of student work, or through an assessment of scholastic performance. The receiving school must maintain policy and procedures to govern the acceptance of credit or grade placement from non-accredited sources.

A school should provide prompt and accurate transcript services for students entering or leaving the school in accordance with local policy.

## **II. Additional SACS CASI Transfer Policy for Florida**

Due to the leadership of Dr. Mark Elgart, AdvancED President and CEO, the transfer of credit policy for Florida schools will allow transfer of credit to SACS CASI accredited schools from specific, designated non-SACS CASI accredited schools without validation.

Students transferring into SACS CASI accredited schools in Florida from schools belonging to specific organizations (Florida Council of Independent Schools [FCIS], Florida Association of Christian Colleges and Schools [FACCS], and National Council for Private School Accreditation [NCPSA] member organizations<sup>2</sup> can now transfer credits at face value without validation, provided the credit is from a traditional, comprehensive, public or non-public school or vocational technical institution.

## **III. State Uniform Transfer of High School Credits (Florida DOE Rule 6-1.099)**

“The purpose of this rule is to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools. The procedures shall be as follows:

“(1) Credits earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript, credits shall be validated through performance during the first grading period as outlined in paragraph (2).

“(2) Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in paragraph (3).

“(3) Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:

- a. Portfolio evaluation by the superintendent or designee;
- b. Written recommendation by a Florida certified teacher selected by the parent and approved by the principal;

- c. Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
- d. Demonstrated proficiencies on nationally-normed standardized subject area assessments;
- e. Demonstrated proficiencies on the FCAT; or
- f. Written review of the criteria utilized for a given subject provided by the former school.

Students must be provided at least ninety (90) days to prepare for assessments outlined in paragraphs (3)(d) and (3)(e) if required.”

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<sup>1</sup>Recognized regional accrediting agencies include the Southern Association of Colleges and Schools Council on School Improvement ([www.Advanc-ed.org/](http://www.Advanc-ed.org/)), Middle States Association of Colleges and Schools ([www.middlestates.org](http://www.middlestates.org)), New England Association of Schools and Colleges ([www.neasc.org](http://www.neasc.org)), North Central Association of Colleges and Schools ([www.ncacasi.org](http://www.ncacasi.org)), Northwest Association of Schools and Colleges ([www.boisestate.edu/naas/](http://www.boisestate.edu/naas/)), and the Western Association of Colleges and Schools ([www.wascweb.org](http://www.wascweb.org)).

<sup>2</sup>In the state of Florida, the following accrediting agencies are recognized: National Council on Private School Accreditation (NCPSA) member agencies; the Florida Council on Independent Schools (FCIS); and the Florida Association of Christian Colleges and Schools (FACCS).

Note: NCPSA member agencies are the following:

Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities  
 Alabama Independent School Association  
 Association of Christian Schools International  
 Association of Christian Teachers and Schools, Assemblies of God  
 Association of Independent Schools of Florida  
 Association of Waldorf Schools of North America  
 Christian Schools International  
 Christian Schools of Florida  
 Florida Association of Christian Colleges and Schools  
 International Christian Accrediting Association  
 Kentucky Nonpublic School Commission  
 Montessori School Accreditation Commission  
 National Accreditation Board of Merkos L’Inyonei Chinuch  
 National Christian School Association  
 National Independent Private School Association

*\*SACS CASI is an accreditation division of AdvancED, the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), and the National Study of School Evaluation (NSSE).*