

Course Placement Checklist

Student Records:	
	Obtained student's previous course records
	Evaluated student's previous course records/check for partial credits if full credits were not provided
	Grades/scores/credit from previous course records should not be changed according to current system expectations
	When in doubt, consult with supervisor/administrator (benefit of doubt should go to student)
	Find out if student participated in any of the following to determine appropriate course placement:
	English language proficiency ?
	Special Education ? (Obtain copy of IEP from last school attended)
	Student athlete? (Follow Eligibility Center requirements for course placement)
	Career Technical Education?
	Concurrent Enrollment ?
	Intent to enroll in ASCENT ?
	Obtained student's ICAP from previous school

Placement in Courses:	
	Done within 3 days of registering at school
	Student should not repeat courses previously completed with passing grades/scores (as indicated from previous school)
	Give student courses to prepare for postsecondary aligned with the student's ICAP
	Taken Graduation Guidelines into consideration (alternate graduation plan/credit accrual)

Communication of Schedule to Student & Teacher:	
	Talk with student about their schedule and any risk factors or circumstances of instability
	Give teachers 24 hours advance notice
	Assign new student a "buddy" or "mentor"