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**TRANSCRIPTS FROM NON-ACCREDITED SCHOOLS POLICY**

California Pacific Charter Schools (“CPCS” or the “Charter School”) adopt this Transcripts from Non-Accredited Schools Policy to apply to students enrolled in CPCS.

California Pacific strives to provide a rich, personalized path toward meeting graduation requirements. We welcome transfer students from all educational backgrounds. When a student enrolls with California Pacific from a non-accredited school or homeschool we must vet the courses and credits being claimed before we add those courses and credits to our transcript.

**Policy for Accepting Credits on Transcripts from Non-accredited Schools and Homeschools**

California Pacific will evaluate transcripts from a student’s previous school and grant credit toward California Pacific graduation requirements if the credits were earned at an accredited school and are credits that could have been earned at California Pacific.

**Grade Level Placement**

California Pacific will place students based on the grade level that corresponds with their 9th grade cohort year in CALPADS. Students who enroll from non-accredited schools or homeschools and have no attendance history in CALPADS will be placed in the grade level commensurate with their chronological age.

**Non-accredited Schools/Homeschools**

Students presenting transcripts/credits from a homeschool and/or non-accredited schools will be asked to provide additional documentation listed below for those courses, including but not limited to work samples, test scores, or projects for each course. These will be evaluated by California Pacific secondary education department staff, and credits will be granted at the discretion of secondary education department staff. Generally, California Pacific will accept a maximum of 40 credits per semester.

**Documentation Requirements**

Students/parents/guardians must submit the following:

1. Five work samples per course per semester that represent course mastery
2. A list of curriculum used per course
3. A summary of [standards](#) met per course
  - a. Examples of acceptable samples include:

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- i. Graded midterm or final exam
- ii. Significant/in-depth project
- b. Transcript or grade report from vetted curriculum provider (e.g. Blue Tent, Apex, BYU)
- c. Assessment results indicating proficiency/mastery. Examples include:
  - i. SAT Subject test score of 560
  - ii. Local assessment scores - iReady at or above grade level
  - iii. Diagnostic Exams for Core Subjects

**Parents/guardians must provide transcripts and work samples/evidence within one week of the initial phone call from a CalPac school representative (e.g., counselor, registrar, administrator).**

Students will be placed at the grade level commensurate with their 9th grade cohort year as listed within CALPADS. If that data is not available, students will be placed based on their birthdate.

California Pacific may accept a maximum of 40 credits per semester for courses taken in high school (9-12) as follows:

1. Five - 5 unit core courses (English, history, math, science, VAPA, LOTE and two elective courses).
2. Courses are accepted at the discretion of the Director of Secondary Education and the Lead Secondary Education Coordinator.

California Pacific may accept a maximum of 10 credits per semester for math or LOTE courses taken in middle school (7th/8th) as follows:

1. Four - 5 unit core courses (Algebra I, Geometry, Algebra II, LOTE I and LOTE II courses). No credit is awarded for courses taken in any other discipline.
2. A student may also be required to take a mathematics or LOTE placement test.
3. Please note that students still must complete 2 math courses in grades 9 - 12, regardless of how many math courses were completed in middle school.
4. Courses are accepted at the discretion of the Director of Secondary Education and the Lead Secondary Education Coordinator.