



Graduation Requirements and Transfer Credit Policy

Graduation Requirements

To receive a Keystone High School diploma, students need to earn 21 units of credit in grades 9-12. Credits can be transferred in to Keystone as outlined below in the Transfer Credit Policy, but students must take at least five credits with Keystone, one credit each in the areas of English, Math, Science, Social Studies, and another credit in an area of choice. Once a student meets the graduation requirements, he or she is awarded a high school diploma from Keystone.

The required graduation credits must be distributed as follows:

Course Type	Minimum Credits for Graduation	Recommended for College Bound
Health/PE (must include one planned course in Health)	1	1
Art and/or Humanities	1	1
Mathematics (at least one must be Algebra 1 or higher)	3	4
Science	3	3 -4
English	4	4
Social Studies	4	4
Electives	5	4-5
Total	21	21 - 23

Though the minimum diploma requirement is twenty one (21) credits, we encourage students to develop a four year learning plan and take courses that will provide them the best foundation for college or career, even if that means earning more than 21 credits. College Bound students are encouraged to take at least two credits of the same world language as part of their electives.

Policy Name	Transfer Credit Policy
Effective Date	January 2019
Revised	January 2019
Applies to	All Keystone Students
Purpose	The purpose of the Transfer Credit Policy is to define the requirements and limitations of the transfer of high school credits into the Keystone School.
Definitions	
Unofficial Transcript	<ul style="list-style-type: none"> • Unofficial transcripts are printed on plain paper and do not have a college seal or registrar's signature. • Any transcript that is opened or tampered with before it is delivered to Keystone
Official Transcript	<ul style="list-style-type: none"> • A transcript is considered official through one of two procedures: <ul style="list-style-type: none"> ○ The transcript is printed, stamped/sealed and signed by the previous school, placed in an official school envelope and given to Keystone unopened. ○ The transcript is sent directly from the sending school to The Keystone School either by mail, fax or email.
Credit	A metric used by The Keystone School to recognize that a course of study has been successfully completed. The Keystone School awards credit in one-credit (180 hours) or half-credit (90 hour) increments.
Recognized Regionally or Nationally Accredited	Accreditation is a process in which certification of competency, authority, or credibility is presented.

Home School Portfolio	Documentation submitted on behalf of a student to earn credit that cannot otherwise be shown or stated on an official school transcript.
Policy	<p>The Keystone School will transfer credits from another educational institution or experience to the Keystone transcript for new students and for active* Keystone students under certain conditions. Documentation of the credits is required for an analysis to be done. Acceptable forms of documentation include an official transcript and/or a portfolio. (For detailed portfolio requirements, refer to the <i>Portfolio Credit Policy</i>.)</p> <p>An initial, unofficial, transcript analysis will be completed based upon unofficial transcripts submitted by students/parents. Transfer credits will be in “pending” status until The Keystone School receives official transcripts from the student’s previous school. The Keystone School Diploma will only be awarded once all transfer credits have been certified with an official transcript or accepted through portfolio submission. Keystone needs to receive official transcripts as early as possible in a student’s enrollment to verify pending credits. We recommend a course of study to prepare for graduation based on transcripts received. If official transcripts are not provided early in a student’s enrollment, he/she may not be able to graduate on time as planned or may take courses that are not needed.</p> <p>Students and parents must make sure that Keystone has official transcripts within the first month of enrollment to properly plan a course of study.</p> <p>Credits from high schools that are accredited by one of the six regional accrediting agencies will be fully awarded on The Keystone School transcript. Schools accredited or approved by a state department of education will be reviewed on a case by case basis.</p> <p>International Transcripts must be sent out for independent review by an established 3rd party evaluation service to determine the U.S credit equivalents and transferability to Keystone. The fee for this service will be charged to the enrolling student. The decision of the independent review establishes how Keystone will accept the international credits, and the decision is final. Details will be discussed at the time of enrollment.</p> <p>For international students, Keystone will accept up to two transfer credits towards the Language Arts graduation requirement for Language Arts courses taught in the student’s native language or other non-English language. International students must either transfer in to Keystone 180 seat hours or 1 credit of Fine Arts AND 180 seat hours or 1 credit of Health (.5 credits must be Health and only .5 credits can be PE) or students must complete those courses successfully at Keystone. Any additional PE credits are counted as Elective credit.</p> <p>Please note Keystone’s 5 credit minimum is determined by the student’s unfulfilled credits. For example, if a student, after transferring 20 credits to Keystone, only needs two Social Science credits to earn a diploma, the student will be enrolled in 1 Math course, 1 Language Arts course, 1 Science course and 2 Social Science courses to fulfill the 5 credit minimum.</p> <p>High school credit completed prior to 8th grade completion must be awarded on a regionally accredited school’s high school transcript in order to be acceptable as transfer credit at Keystone.</p> <p>Keystone can only give credit one time for a course offering the same or similar content. The Guidance Department may request a syllabus or detailed course description to determine if a course with the same or similar title is significantly different than the Keystone course of the same name before determine whether credit can be granted.</p> <p>Credits for portfolio-documented courses will be evaluated on an individual basis and awarded at the discretion of the Keystone administration, and may be charged a fee. Specific portfolio requirements are found in the <i>Portfolio Credit Policy</i> found in the Keystone Handbook.</p> <p>The following limitations apply to portfolio credit and credits from non-regionally accredited high schools:</p> <ul style="list-style-type: none"> • A maximum of ten (10) credits will be awarded based on portfolios and from non-accredited high schools. <ul style="list-style-type: none"> ○ These credits will be reviewed and awarded at the discretion of The Keystone School. • Only one (1) credit will be awarded for Health/PE. • A maximum of two (2) credits will be awarded for Fine Arts or Humanities. • Only one (1) elective credit will be accepted for Religion courses. • Only one (1) elective credit will be accepted for Vocational courses. • No credit will be awarded for Driver Education courses. <p>Limitations applied to all transfer credits. ESL and Academic support classes will be applied as elective credits.</p> <p><small>*Active Keystone students are students who are enrolled in one or more Keystone courses, or have completed a Keystone course within the past 4 months. Inactive students who completed courses with Keystone more than 4 months before the request will not be allowed to transfer credits to Keystone unless they become actively enrolled and complete at least one half credit course.</small></p>