



Policy Name	Transfer Credit Policy
Effective Date	
Revised	July 2014
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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Accreditation is a process in which certification of competency, authority, or credibility is presented. There are six recognized regional accreditation agencies
Home School Portfolio	<ul style="list-style-type: none"> • 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.</p> <p>Credits from high schools that are accredited by one of the six regional accrediting</p>

agencies will be awarded on The Keystone School transcript.

International Transcripts will 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.

Credits for portfolio-documented courses and from non-regionally accredited high schools 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 *Portfolio Credit Policy* found in the Keystone Handbook.

The following limitations apply to portfolio credit and credits from non-regionally accredited high schools:

- A maximum of ten (10) credits will be awarded based on portfolios and from non-accredited high schools.
- 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.

Credits awarded as transfer credit must be earned after completion of 8th grade, with the following exceptions:

- Up to 2 credits of math at Algebra 1 (high school equivalent) or higher taken prior to completion of 8th grade may be awarded upon receipt of an official transcript/school record from a regionally accredited school.
- Up to 2 credits of foreign language (high school equivalent) taken prior to completion of 8th grade may be awarded upon receipt of an official transcript/school record from a regionally accredited school.

Limitations applied to all transfer credits:

- ESL and academic support course credits will be applied towards the elective requirement

**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.*