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## MEMORANDUM

July 15, 2016

TO: Florida System Contacts  
Florida Corporation Contacts  
Florida School Contacts

FROM: Dr. Pat Wentz  
Director, AdvancED Florida Office for SACS CASI

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

The following is offered to facilitate timely and effective transfer of credits into a Florida AdvancED/SACS CASI accredited school. The following are included below for your easy access and use:

- I. AdvancED Accreditation Policy and Procedures for NCA CASI and SACS CASI Schools  
Updated August 2013 (II. 2.02, f.)
- II. State Uniform Transfer of High School Credits: Florida DOE Rule 6-1.099

The SACS CASI/AdvancED policy (I above) is required for AdvancED/SACS CASI accredited schools. The Florida Department of Education (FL DOE) policy is offered for your information.

- I. AdvancED/SACS CASI Policy II, 2.02, f. Credits or Grade Placement

**“Credits or Grade Placement.** An AdvancED school shall accept and classify transfer credits earned or grade placement from schools that are accredited by a recognized national, 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.

<sup>1</sup> Recognized regional accrediting agencies include the Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools

and Colleges, North Central Association of Colleges and Schools, Northwest Accreditation Commission, and the Western Association of Schools and Colleges.”

**Recognized state and other accrediting agencies** that AdvancED/SACS CASI accredited schools are to accept transfer credits from are the following:

Alabama Independent Schools Association (AISA)  
American Montessori Society (AMS)  
Association of Christian Schools International (ACSI)  
Association of Christian Teachers and Schools (ACTS)  
Association of Independent Schools of Florida (AISF)

Catholic School Accreditation Association (CSAA)  
Christian Schools International (CSI)  
Christian Schools of Florida (CSF)  
Council of Islamic Schools in North America (CISNA)  
Florida Catholic Conference (FCC)  
Florida Coalition of Christian Private Schools Accreditation (FCCPSA)  
Florida Council of Independent Schools (FCIS)

Florida League of Christian Schools (FLOCS)/International League of Christian Schools (ILCS)  
Independent School Association of Central States (ISACS)  
International Center for Integral Formation (ICIF)  
International Christian Accrediting Association (ICAA)  
Mennonite Education Agency (MEA)

Mississippi Association of Independent Schools (MAIS)  
National Christian School Association (NCSA)  
National Independent and Private School Associations (NIPSA)  
National Lutheran School Accreditation (NLSA)  
Ohio Catholic School Accrediting Association (OCSAA)

South Carolina Independent School Association (SCISA)  
Southern Association of Independent Schools (SAIS)  
Tennessee Association of Christian Schools (TACS)  
Texas Catholic Conference (TCC)

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

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

### **6A-1.09941 State Uniform Transfer of High School Credits.**

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 Effective July 1, 2013, the procedures shall be as follows:

(1) Credits and grades 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 or is a home education student, credits shall be validated through performance during the first grading period as outlined in subsection (2) of this rule. Assessment requirements for transfer students under Section 1003.4282, F.S., must be satisfied.

(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 subsection (3) of this rule.

(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. Satisfactory performance in courses taken through dual enrollment or at other public or private accredited schools;
- d. Satisfactory performance on nationally-normed standardized subject area assessments;
- e. Satisfactory performance on a statewide, standardized assessment; 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 from date of transfer to prepare for assessments outlined in paragraphs (3)(d) and (e) of this rule if required.