



Transfer of Credit to Keystone National High School

Many students come to Keystone National High School partway through their high school career. The following is our policy for transferring previously earned credits to Keystone National High School for the purpose of earning a Keystone diploma.

The Keystone School will post credits on the Keystone transcript based upon the following guidelines:

- Keystone's Guidance Department will do an initial Transcript/Portfolio Review upon initial enrollment.
- In addition to initial enrollment, Keystone will only transfer in credits for students who are actively enrolled in at least one Keystone course.
- Official Transcripts will only be available upon completion of at least one Keystone course.
- All credits from regionally accredited high schools will be awarded on The Keystone School transcript.
- No percent or letter grades will be assigned for credits transferred in to Keystone.
- An initial, unofficial, transcript analysis will be completed based upon unofficial transcripts submitted by students/parents.
- Transcripts will not be considered official until The Keystone School receives official transcripts from the student's previous school. The Keystone School Diploma will only be awarded once transcripts have been certified as official by the Keystone guidance department.
- Credits awarded must be earned after completion of 8th grade, with the following exceptions:
 - Up to 1 credit of math at Algebra 1 (high school equivalent) or higher may be awarded upon receipt of an official transcript/school record from an accredited school.
 - Up to 1 credit of world language (high school equivalent) may be awarded upon receipt of an official transcript/school record from an accredited school.
- Credits will be awarded only in one half (1/2) and full units (90 hrs for ½ credit, 180 hrs for 1 credit). Quarter credits in the same content area may be combined to equal 1/2 or 1 credit. No credit will be awarded for quarter courses.
- Only one(1) credit will count toward graduation for a core class taken more than one time (i.e. a student takes Geometry and gets a 65%, then takes it again and gets a 95%, graduation credit will only be awarded for the second course).
- Any credits earned or transferred in core content areas, beyond the minimum required for graduation, will be classified as electives.
- Keystone will calculate Grade Average based only on Keystone courses.
- Credits from Non-Regionally Accredited Schools and through Home School Portfolios:
 - A maximum of ten (10) credits will be awarded from non-regionally accredited schools and for home school portfolios.
 - Credits from non-regionally accredited schools will be evaluated on an individual basis and awarded at the discretion of the Keystone Guidance Counselor or designee, based upon a detailed review of a written plan course statement from a school/organization official which includes:
 - 180 hours of instruction, research, practice and reflection
 - Course objectives, goals, expected student outcomes and description of how student was assessed
 - Final grade achieved by the student
 - Credits for home school portfolios will be evaluated on an individual basis and awarded at the discretion of the Keystone Guidance Counselor or designee, based upon the requirements outlined in the Credit for Portfolio policy.
 - Credits transferred in will not reflect a letter or numerical grade.