

Transfer Credit Policy

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.
 - If this is the final credit needed for a KNHS diploma, students must attempt and complete the course to validate previously submitted transcripts.
- 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.
- ESL /ELL, Special Education and other course distinctions will be handled on an individual basis.
 - KNHS will award 1 Language Arts credit for each school year if a student had no Language Arts credits to transfer in for each ESL/ELL course distinction during that year.
 - Students may receive one (1) Elective credit for each additional ESL/ELL course if a Language Arts credit was taken during the same time frame as the ESL/ELL course.
 - Creditworthiness is determined by the school of transfer, and the interpretation of the transcript by the KNHS Guidance Department.
- It will be the collaborative discretion of the Keystone School Administration or designee to determine how, if any, special education credits transfer.
- 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 School Administration 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 School Administration or designee, based upon the requirements outlined in the Credit for Portfolio policy.
 - Credits transferred in will not reflect a letter or numeric grade.
- Keystone National High School will not accept individual credits from institutions that offer Credit by Exam.
- Keystone reserves the right to accept, review, revoke, and/or hold any transfer credits from previous schools or Homeschool Portfolios when it is determined necessary to preserve the academic integrity of The Keystone School.