

**PLACEMENT & ADJUSTMENT OF TRANSFER STUDENTS**

Students new to the Districts shall be required to produce records required of students for admission in accordance with state law. Students who are unable to produce transcripts within a reasonable time shall be subject to testing for placement purposes. Students whose transcripts or educational records do not indicate proper placement shall also be subject to testing. The Superintendent shall develop testing procedures and standards for determining placement.

The Superintendent may also adjust a transfer student’s placement and shall develop procedures and standards for making adjustment determinations.

Students believed to have a disability which impairs their learning shall be tested and placed in accordance with law and applicable policy.

The Compact on Educational Opportunity for Military Children, which contains requirements related to the enrollment and placement of qualifying military children, supersedes this policy; however, this law does not preclude the Districts from performing subsequent placement evaluations after initially honoring a sending school’s placement decision.

Parents of students enrolling in the Districts for the first time will be asked to complete a Home Language Survey (HLS). Staff responsible for enrolling students shall be required to refer students for language proficiency testing should the results of the HLS indicate a need for this testing or should such staff members otherwise have a reason to believe a student should undergo such testing. Registration and EL identification procedures for English Learners (ELs) shall comply with the district’s EL policy (GABAA) and regulations.

---

**Complementing NDSBA Templates (may contain items not adopted by the Board)**

- FACB, Transfer & Withdrawal Records
- FGA, Student Education Records
- FGA-BR, Student Education Records Access & Amendment Procedure
- GABAA. English Learners
- GABAA-AR, English Learners (EL) Communication Procedure