



Transfer of High School Credit from Home-Instruction or Non MSDE-Approved/Non-Public Schools

Welcome to Anne Arundel County Public Schools. It is our desire to make your child's transition to public high school as smooth as possible.

If your child is home-schooled or transferring from a non-public school that is not approved by the Maryland State Department of Education (MSDE) to award high school credit, there is a process we follow to determine which high school credits can be awarded and applied toward an Anne Arundel County high school diploma.*

When your child enrolls at the local high school, the professional school counselor or registrar will send a copy of the student's registration form and transcript to the AACPS Transfer Liaison. If there is no transcript, (as is often the case with home-schooled students), or no portfolio review from a Home Instruction supervisory organization, you will be asked to come in for a portfolio review. To schedule this portfolio review, please contact the Home Instruction Office (410-222-5457) to make an appointment. During the portfolio review, please provide descriptions of the high school courses for which your child is seeking transfer credit. In addition to the course description, documentation of the course content and student's successful completion of the course will be requested. Such evidence could include:

- Course syllabi
- Online school reports such as percent of course completed
- Copies of the table of contents from a textbook
- List of topics covered in the course
- Student work samples
- Photos or videos of student participation in courses such as Piano, Physical Education, Studio Art or other courses which do not lend themselves to paper/pencil activities
- Test or other assessment results
- Other concrete evidence of the student's engagement in the full scope and sequence of the course

Once the Transfer Liaison receives the transcript and/or portfolio review, she will prepare a transition plan. This plan lists those courses for which the student may be able to transfer credit. Credit for most elective courses will be awarded directly, once appropriate, supporting documentation is received. Credit for core courses in mathematics, social studies and science requires testing.

*Please note that MSDE does not approve the award of high school credit for courses completed at schools that do not serve students in grade 9-12.

Testing for Credit (TFC) – The student will be required to take a test similar to the final exam taken by AACPS students in the course. If the transfer occurs during the school year, the test(s) will be administered at the student’s high school. For students transferring over the summer, small group testing sessions are held throughout the summer at a variety of high school locations. Parents may select the date and location most convenient for their family. When the test is scheduled, additional information about the test and what the student needs to bring will be communicated via email. Test results are usually reported to the parent and professional school counselor within 72 hours after the test is taken. A failed test for credit (score below 60%) may be retaken, once.

Please note that students may not “test out” of a course. Tests may only be administered if the student has completed the course work. Evidence of course completion must be provided to the transfer liaison as describe above.

Credit for English and some World Language courses can be obtained through mid-year or end-of-year monitors.

Mid-Year or End-of-Year Monitor (MYM- EYM) – If the student enrolls in a sequential course (e.g. Spanish II) and wishes to receive credit for the previous course (e.g. Spanish I), the award of credit will depend on the mid-year or end-of-year results of the more advanced course. If the report card shows that the student is passing the course (Grade “D” or higher), credit will be retroactively awarded for the course in the previous sequence. Credit for English courses are typically awarded in this manner. For example, if a student is earning a “D” or better in English 10, as indicated on the January or June report card, the student will be awarded credit for English 9. Only grades for the semester completed immediately after enrollment apply to monitors for retroactive credit.

Transfer Grades

Letter or percent grades are not transferred from home-schooling, non MSDE-approved/non-public schools or tests for high school credit. When credit is transferred or awarded, a grade of “S” (satisfactory) is indicated on the student’s AACPS transcript. Grades of “S” are not calculated into the student’s grade point average (GPA). If a student takes a test for high school credit (including one re-take) but does not earn the minimum required score to receive credit, (60%), no entry is made on the student’s AACPS transcript. In this case the student does not receive credit for the course and will be required to enroll in the course at the public high school.

Please direct any questions to Patricia White, pdwhite1@aacps.org