

# 411: Transfer of Students/High School Completion Policy

## 1: Purpose:

## 2: Procedures:

2.1 At St. George Academy the Dean of Students shall account for the final status of all students who enter grades 9-12, whether they graduate or leave high school for other reasons, using the following decision rules to indicate high school completion or exit status:

(a) graduates are students who earn a high school diploma by satisfying the completion requirements of St. George Academy.

(b) completers are students who have not satisfied Utah's requirements for graduation but who are in the 12<sup>th</sup> grade on the last day of the school year and meet criteria established by St. George Academy, students under Utah State Board of Education Special Education Rules or pass a General Educational Development (GED) test with a designated score.

(c) continuing students are students who transfer to higher education, without first obtaining a diploma, transfer to the Utah Center for Assistive Technology without first obtaining a diploma or age out of special education.

(d) dropouts are students who leave school with no legitimate reason for departure or absence, withdraw due to a situation so serious that educational services cannot be continued, are expelled and do not re-enroll in another public education institution, or transfer to adult education.

2.2 The St. George Academy Dean of Students shall exclude a student from the cohort calculation if the student:

(a) transfers out of state, out of the country, to a private school, or to home schooling;

(b) is a U.S. citizen who enrolls in another country as a foreign exchange student;

(c) is a non-U.S. citizen who enrolls in a Utah public school as a foreign exchange student under Section [53G-6-707](#) in which case the student shall be identified by resident status (J for those with a J-1 visa, F for all others), not by an exit code;

(d) dies; or

2.3 The St. George Academy Dean of Students will report the high school completion status or exit code of each student to the Executive Director at the end of each regular school year, as well

as report a graduation rate to the state in accordance with applicable federal law. The Dean of Students shall include a student in a St. George's graduation rate if:

- (a) St. George Academy was the last school the student attended before the student's expected graduation date; and
- (b) If a student attended two or more schools during the student's final cohort year, a tie-breaking logic to select the single school will be used in the following hierarchical order of sequence:
  - (i) school with an attached graduation status for the final cohort year;
  - (ii) school with the latest exit date;
  - (iii) school with the earliest entry date;
  - (iv) school with the highest total membership;
  - (v) school of choice;
  - (vi) school with highest attendance; or