

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 30, 2019

**To:** High School Principals

**Subject:** ISSUANCE OF CREDIT FOR OUT-OF-DISTRICT, OUT-OF-STATE AND OUT-OF-COUNTRY TRANSFER STUDENTS

**Department and/or Persons Concerned:** All Administrators, High School Counselors and High School Registrars

**Reference:** Administrative Procedure 4770  
Administrative Procedure 4771

**Action Requested:** Review guidelines and implement immediately

**Brief Explanation:**

This protocol has been established to help graduate students who transfer into San Diego Unified School District from out-of-district, out-of-state or out-of-country by ensuring the work completed in the area of science is transferable and meets SDUSD district’s science graduation requirements.

Students transferring to the district who have completed a science course outside of the current *Course of Study, TK-12* and earning a grade of “D” or higher in any grade 9-12 will be awarded science credit according to the following guidelines:

As referenced in Administrative Procedure 4770, Integrated Science 1-6 will meet the following district science course sequence:

Out of District Course	SDUSD Science Graduation Equivalent
Integrated Science 1, 2	Biology 1,2
Integrated Science 3, 4	Chemistry 1,2
Integrated Science 5, 6	Physics 1,2

When transcribing an “Integrated Science,” registrars should continue to use course numbers 6498 & 6499, and change title to reflect the course level as noted above (*using all CAPS*).

When students enroll with us from out-of-country where a science European model is used (i.e. student takes all three sciences, Biology, Chemistry and Physics, all three years of high school), registrars will transcribe as follows:

**SITE OPERATIONS CIRCULAR NO. 2001**

Office of School Innovation

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European Science Model	SDUSD Science Graduation Equivalent <i>(Use district science course numbers for courses below)</i>
Year 1 (9 <sup>th</sup> )	Biology 1,2 (6111, 6112)
Year 2 (10 <sup>th</sup> )	Chemistry 1,2 (6211, 6212)
Year 3 (11 <sup>th</sup> )	Physics 1,2 (6311, 6312)

When students enroll with us from out-of-district/state with the following courses:

- Environmental Science 1, 2
- Astronomy 1,2
- Agriculture 1, 2
- Anatomy 1, 2
- Genetics 1,2
- Zoology 1, 2
- Etc.

Registrars must:

- 1) Verify out-of-district school’s UC a-g list to determine if the course meets the site’s life or physical science, and transcribe accordingly (use course numbers 6498, 6499).
- 2) Request course description to determine if the course aligns with any SDUSD course within the *Course of Study, TK-12*, then transcribe accordingly.
  - a) If the course does not align with any of our district courses, generic elective course number 6000 should be used.

Please also refer to Administrative Procedure 4771, for a list of alternative means science courses that meet SDUSD graduation requirements.

NOTE: Generic course number 6000 Science should still be used when transcribing generic entry level science courses, and will count as elective credit only.

Questions regarding this process should be directed to Veronica Ortega, Operations Specialist, Office of School Innovation at (619)725-7284 or email [vortega1@sandi.net](mailto:vortega1@sandi.net).

APPROVED:



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