

April 30, 1945

To All Teachers:

Please note carefully the following statement of policy regarding credit for students who plan to leave early.

\*Policy Governing the Granting of  
Credit to Students Leaving Before  
the Close of the School Year - 45

- " 1. Students who plan to leave before the close of the school year should notify the principal and each teacher under whom work is being taken at the earliest date possible.
- " 2. An accelerated program should be arranged to make possible the completion of the year's work by the date of departure.
- " 3. If work is completed satisfactorily full credit will be granted.
- " 4. If work is incomplete, but that which has been performed is satisfactory, fractional credit will be granted on the basis of the portion of the total year's work completed.
- " 5. In case only fractional credit is granted we can give no guarantee that colleges, universities, or other high schools will accept such credit at its face value.
- " 6. Every applicant for early departure will be given consideration as an individual on the basis of the merits of the case. The action is *in* one case does not set a blanket policy or precedent for all cases.

(Sgd) Arthur L. Harris  
Arthur L. Harris  
Superintendent of Education

The foregoing policy will be applied in this school as follows: (Numbered paragraphs correspond in both statements.)

1. Upon notice received by the school teacher or principal from pupil, parent, or relocation office, the records will be examined to determine whether the student desires to end some or all of existing course assignments prior to departure. The student will be advised accordingly.

3. In case a fully or a partially accelerated program is agreed upon by the teacher and principal, the student will be given definite written assignments and an examination date will be set just prior to departure.

3a. If the student satisfactorily completes the assignment and the special examination, full credit will be allowed.

4. In case the student is unable or does not desire to complete the assignments and examination before departure, fractional credit will be allowed in proportion to the number of full months of satisfactory achievement, and a transcript of all records will be sent to the new school upon request or notification.

5. The new school will determine the value of the fractional credit or the conditions required for converting into full credit.

6. In all cases, where either full credit or fractional credit is allowed the final work must be an accurate index of both the quality and the quantity of work done in relation to the requirements for the year in the subject. The student's welfare requires that the teacher's judgment must be neither too liberal nor too conservative nor affected by sentimental considerations.

In all cases where fractional credit is allowed the student must be advised that he should enroll in his new school at the earliest possible date or enroll in summer school classes if he expects to enter the next higher grade in good standing.

Note: The foregoing policy does not include provision for completing work by correspondence. In rare cases where correspondence work has been planned, the work must be completed by June 1, 1945, unless the teachers concerned remain on duty beyond that date, but in no case later than June 15, 1945.

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