

Course Placement Checklist

Words that are in **bold** and underlined have detailed information on the COURSE PLACEMENT webpage:
<http://www.cde.state.co.us/dropoutprevention/transitions-courseplacement>

Student Records:

- * Obtained student's previous course records
- * Evaluated student's previous course records
- * Grades/scores/credit from previous course records should not be changed according to current system expectations
- * When in doubt, consult with supervisor/administrator (benefit of doubt should go to student)
- * Find out if student participated in any of the following to determine appropriate course placement:
 - English Language Development?**
 - Special Education?** (Obtain copy of IEP from last school attended)
 - Student athlete?** (Follow Eligibility Center requirements for course placement)
 - Career Technical Education?**
 - Concurrent Enrollment?**
 - Intent to enroll in **ASCENT?**
- * Obtained student's **ICAP** from previous school

Placement in Courses:

- * Done within 3 days of registering at school
- * Student should not repeat courses previously completed with passing grades/scores (as indicated from previous school)
- * Give student courses to prepare for postsecondary aligned with the student's ICAP

Communication of Schedule to Student & Teacher:

- * Talk with student about their schedule
- * Give teachers 24 hours advance notice
- * Assign new student a 'buddy' or 'mentor'