

Utah Military Academy

School Policy for Accepting Homeschool Coursework, Transcripts, and Credits for Enrollment

Purpose:

This policy establishes the procedures and requirements for evaluating and accepting coursework, transcripts, and credits from homeschooled students seeking enrollment, in compliance with Utah State law and regulations.

Policy Statement:

The school recognizes the importance of providing equitable access to education for homeschooled students and will evaluate their coursework, transcripts, and credits in accordance with Utah law, ensuring that such documentation meets the school's academic standards.

Definitions:

- **Homeschool Student:** A student who has been educated at home under Utah Code §53G-6-502.
- **Transcript:** A record of courses completed, grades earned, and credits awarded by the homeschooling parent or an authorized entity.
- **Coursework and Credits:** Academic work completed in accordance with Utah law, which the school may consider for placement and credit transfer.

Submission Requirements:

- **Parent Documentation:** Homeschool parents must submit a comprehensive transcript that includes:
 - Student's full name and date of birth.
 - List of courses completed, with course titles, descriptions, and credits awarded.
 - Grade or assessment results.
 - Year and term of completion.
 - Evidence of the curriculum used (e.g., syllabi, sample work) if requested.
- **Supporting Documentation:** Any additional documentation that demonstrates mastery of subject matter, such as standardized test scores or portfolio assessments.

Evaluation Process:

The school's designated staff will review the submitted homeschool transcript and supporting materials.

The evaluation will consider:

- The rigor and scope of coursework.
- Alignment with Utah state standards for comparable grade levels.
- Evidence of mastery and proficiency.

The school may request additional information or assessments if necessary to determine placement or credit equivalency.

Credit and Grade Acceptance:

- Credits awarded by homeschooling parents will be reviewed for transfer and acceptance based on alignment with Utah core standards.
- The school reserves the right to assign course levels, prerequisites, or require placement assessments.
- Credit transfer decisions are at the discretion of the school's administration and counseling staff, who will ensure compliance with Utah law.

Compliance with Utah Law:

- This policy complies with Utah Code §53G-6-502 regarding homeschool education and state requirements for record-keeping and assessment.
- The school will not discriminate against homeschooled students and will provide equitable consideration during enrollment.

Confidentiality and Record Keeping:

- All submitted records will be maintained in accordance with applicable privacy laws.
- Parents and students will be informed about the evaluation process and decisions made regarding credit acceptance.

Appeals Process:

Parents may request a review or appeal of credit decisions by submitting a written request to the school's administration within 15 days of a decision.

Policy Review:

This policy will be reviewed annually and updated as needed to ensure compliance with Utah law and best practices.

Effective Date: 24 September 2025

Approved By: William Orris, Superintendent, Utah Military Academy

Signature: _____ Date Signed: _____

TEMPLATE for Homeschool Transcript

Parents/Guardians of a homeschooled student must submit the following information for Utah Military Academy to review the transcript, coursework, and credits of a homeschooled student to be accepted for enrollment.

Student Name: _____

Date of Birth: _____

Name of Homeschool/Agency: _____

Parent/Guardian Name: _____

Address: _____

Phone Number: _____

Email: _____

Academic Record:

Grade Level	School Year	Courses Completed	Credits Earned	Final Grade

(Add rows as needed)

Cumulative Credits & GPA:

Total Credits Earned: _____

GPA (if applicable): _____

Explanation of GPA Calculation:

Standardized Test Scores (if applicable)

Test Name	Date Taken	Score	Percentile

(Add rows as needed)

Comments / Additional Information:

Homeschool Coordinator / Parent Signature: _____

Date: _____

Notes:

Include a statement certifying that the student has completed the necessary coursework.
You may also attach a detailed course list or portfolio if needed.