

Partial Credit Calculation Formula

The California Legislature enacted AB 490 in 2004, requiring school districts to calculate, award, and accept partial credits for foster youth. This assembly bill was extended to include homeless youth in 2014. Feedback from school districts has indicated they have struggled to issue and accept partial credits without additional guidance.

Recognizing the need for a statewide, uniform partial credit calculation tool, the California Child Welfare Council adopted a partial credit model policy in September 2013. This policy was developed by the CDE, CDSS, CSBA, County Welfare Directors Association (CWDA), several members of the California Legislature, school districts, child welfare agencies, and foster youth advocates. This policy is voluntary, but it holds promise for ensuring that foster and homeless youth receive the credit earned when they transfer and will improve placement decisions so that students are consistently enrolled in appropriate courses at new schools.

Calculation Formula

7 CLASS PERIODS = 0.5 CREDITS PER SUBJECT	
7-13 class periods = 0.5 credits per subject	42-48 class periods = 3 credits per subject
14-20 class periods = 1 credit per subject	49-55 class periods = 3.5 credits per subject
21-27 class periods = 1.5 credits per subject	56-62 class periods = 4.0 credits per subject
28-34 class periods = 2 credits per subject	63-69 class periods = 4.5 credits per subject
35-41 class periods = 2.5 credits per subject	70+ class periods = 5 credits per subject

* Class periods lasting 89 minutes or less count as 1 class period for purposes of calculating partial credits. Class periods lasting 90 minutes or more count as 2 class periods. For example, If a student attended every day of a class for one quarter (approximately 37 class periods), they could earn 2.5 credits per subject upon transferring to a different school.

SCHOOL REGISTRAR/COUNSELOR PROCEDURES FOR AWARDING PARTIAL CREDITS

- 1) Gather a list of all classes the youth is currently enrolled in and the corresponding graduation requirements. Inform each teacher of youth's impending transfer and anticipated last day of attendance.
- 2) Ensure teachers issue final grades based on all work completed as of the youth's last day of actual attendance.
- 3) Gather the youth's daily attendance record for each class and total the number of periods attended per class.
- 4) For each class the youth was receiving a passing grade, use the Calculation Formulas or a Calculation/Conversion Table to determine how many credits were earned based on the number of class periods attended and the length of each class period.
- 5) Complete a Student Withdrawal Report (example attached), including the partial credit log, and add all grades and credits earned to the youth's official transcript within 2 business days of transfer.
- 6) Complete and forward a Sending School Cover Letter (example attached), Student Withdrawal Report, and official transcript to receiving school within 2 business days of receiving school's request for records.

STUDENT WITHDRAWAL REPORT

Sending School Information:

School Name: _____

School District: _____

Phone number: _____

Registrar / Counselor Name: _____

Student Name: _____					
Date of Birth: _____		Age: ____	Gender: ____	Grade: ____	
Student State ID#: _____			Permanent ID#: _____		
Enrollment Date: _____		Withdrawal Date: _____		Last Day Attended: _____	

Reason for Withdrawing: _____

Next School / District: _____

Partial Credit Log

Type of Grading Period (circle one): Semester / Quarter Total # of Credits Available/ Grading Period (circle one): 1 / 5

Course Name	Corresponding Graduation Requirement	Check Out Grade **	# of Periods Attended	Length of Each Period (in min.)	# of Credits Earned

** A check out grade is the final grade issued by an individual teacher based on youth's cumulative work over the entire grading period up until the last day of actual attendance, including exam scores, home and class work, participation, and attendance. Foster and homeless youths' grades may not be lowered for absences caused by placement changes, court appearances, or participation in court-ordered activities. Teachers should be informed of the last day of actual attendance so that they may issue proper check out grades.

Signature of School Registrar / Counselor: _____

Date Official Transcript Issued: _____

SENDING SCHOOL COVER LETTER

Date: _____

TO: Registrar / Counselor: _____

School: _____

Address: _____

RE: Check Out Grades and Partial Credits

Student Name: _____ D.O.B.: _____

Dear Registrar / Counselor _____ :

Please be advised that _____, a foster / homeless youth, recently transferred from _____ to your school. Pursuant to Education Code Section 49069.5, our school compiled a list of the checkout grades and partial credits the student earned and included them on an official transcript, which is attached to this letter. Our school provides students with (circle one) 2.5 / 5.0 credits per course per (circle one) semester / quarter. Our school district policy requires schools to award foster and homeless youth 0.5 credits per 7 class periods attended for each course the youth was passing on their last day of actual attendance.

The attached Student Withdrawal Report provides a list of the courses the student was enrolled in, the corresponding graduation requirements, check out grades, number of class periods attended and the number of partial credits earned. The check out grades and partial credits have been added onto the youth's official transcript. Under Education Code Section 51225.2, your school has a responsibility to accept these partial credits and apply them to the same or equivalent courses. Therefore, we hope that your school's registrar / counselor finds this information useful when enrolling the student in classes. We look forward to working with you to ensure that the student's transfer to your school is successful.

If you need any additional information regarding classes, grades, or partial credits, please contact me at: _____.

Sincerely,

School Registrar / Counselor

Enclosed: Student Withdrawal Report
Official Transcript