GUIDELINES FOR THE EVALUATION OF FOREIGN STUDENT CREDENTIALS

It is the policy of the Chicago Public Schools to recognize and grant credit for high school studies completed elsewhere on a year-by-year equivalent basis. Credit granted should be comparable to the number of credits obtainable in one academic year at a Chicago public high school.

High School level students, arriving from foreign countries should contact the Department of Policy and Procedures, Foreign Student Services at 773-553-1930 to schedule an appointment for the Evaluation of Foreign Secondary Credentials. Original documents must be submitted for review. This includes:
- Report card/transcript listing subjects and final grades
- Birth Certificate or Passport

High school shall record transferred credits, course grades and course level designations based on the evaluation of the transcripts provided by the Department of Policy and Procedures.

The State’s prescribed screener must be administered to verify the student’s English Language proficiency. The results of this assessment will determine English course placement. ESL credits will be granted, after result of the proficiency test has been submitted to the Foreign Student Services with a request for revision.

The following guidelines are observed when granting credit for inclusion in a Chicago public school transcript:

- A Carnegie Unit is the common, standard unit of a credit used in secondary schools in the United States. The course or courses of study and respective clock hours of instruction from a foreign country should be correlated with Carnegie Units. Each Carnegie Unit requires a course or combination of courses in a single discipline, which meets at least 40 minutes a day, 5 days per week for at least 36 weeks.

- The number of Carnegie Units granted should be comparable to credits earned if the student had been enrolled in a Chicago public high school. For example, if a foreign transcript reflects completion of 18 courses in one academic year, credit for these 18 courses needs to be consolidated so as to approximated credit for ** courses - the average course load in a Chicago public high school.

- When granting social studies credit, it should be noted that students in many foreign educational systems attend geography classes twice weekly, history classes twice weekly, and civics or government classes once a week. These different courses in the same discipline may combine for one full Carnegie Unit in social studies or world geography or world studies.

- When granting science credit, it should be noted that many foreign students do not study isolated subjects in annual courses as in U.S. schools. For example, a foreign student may spend two hours per week in physics, two hours per week in chemistry and one hour per week in biology. This program continues for two or three years. In such instances, evaluators may award Carnegie Units in earth/environmental science for the first year, biology for the second year and chemistry for the third year of study.

- Granting of ESL credits, depend (1) upon the proven, in the student foreign transcript, years of English study in the student's own country at the equivalent of Chicago public high school level classes meeting five instructional periods weekly; and (2) upon the placement of the student. If a student's proficiency in English (verified by state's prescribed screener) indicates that suitable placement is ESL II, credit may be granted for
ESL I, English as a Second Language, which is a credit in the required English sequence. If a student's proficiency in English indicates that suitable placement is in the regular English I, credit is granted for ESL I and/or ESL II or ESL III.

If student has completed two or more years of study in native language arts, it is recommended that no more than two credits be granted. This would satisfy the two-year world language requirement for graduation. A third year of native language arts credit should be considered only in the absence of other classes that cannot fulfill the graduation requirements.