



## ADMINISTRATIVE PROCEDURE 6229 GRADE LEVEL CLASSIFICATION

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**Responsible:** Department of Student Accounting

### **PURPOSE**

This administrative procedure shall describe and define protocols regarding classifying the grade level of high school students.

### **PROCEDURE**

1. Students entering high school after completion of the eighth grade are assigned to the ninth grade.
  - a. Students are reclassified automatically to the next higher grade with each passing year.
  - b. Schools may not reclassify students individually without an exception provided by the Senior Director, Student Accounting.
2. Regular education and special education students who are returning to the high school for a 5<sup>th</sup> year will be listed as "Grade 13" but will be counted as "Grade 12" students for most reports.
3. Non-special education students may not be enrolled in a traditional high school for a 6<sup>th</sup> year.
4. CLS students who return to the high school after completing grade 12 will be classified as "UG" or ungraded students.
5. For students who meet all requirements for graduation prior to the completion of four years of high school, please refer to Administrative Procedure 6xxx Early Graduates.
6. Eligibility for the Nevada High School Proficiency Examination program will be determined on the basis of the student's assigned grade level and other factors at the designated testing time (Administrative Procedure 6xxx Assessment Eligibility).

### **DESIRED OUTCOMES**

1. This Administrative Procedure is designed to ensure consistency throughout the district with regard to classifying the grade level of high school students.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

**REVISION HISTORY**

Date	Revision	Modification
07/2009	1.0	Adopted as Accepted Practice
02/2012	2.0	Revised
01/03/2014	3.0	Revised: converted to Administrative Procedure