

**RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS**  
3939 13<sup>th</sup> Street/P.O. Box 868  
Riverside, CA 92501

**MEMORANDUM OF UNDERSTANDING  
RIVERSIDE COUNTY OFFICE OF EDUCATION  
INSTRUCTIONAL SERVICES THROUGH THE COMMUNITY SCHOOL AND  
COURT SCHOOL PROGRAM**

**COORDINATION OF PARTIAL CREDIT**

This Agreement, effective **January 1, 2017**, entered into by and between **Riverside County Superintendent of Schools**, hereinafter referred to as the “SUPERINTENDENT, **Perris Union High School District** of Riverside County hereinafter referred to as the “DISTRICT.”

**Purpose:**

Students may be required to transfer schools during the middle of a school term for many reasons, including, but not limited to, general relocation, military dependents relocating with their families during reassignment, foster youth transferring due to a change in foster care placement, and moving with family for migratory work. It is in the best interest of school districts and the Riverside County Office of Education to implement a consistent and equitable process for granting partial course credit for all students, including students in foster care. Efficient course completion results in greater success for students and helps to lower dropout rates, increase academic achievement, and better prepare students for college and the workforce. The granting and accepting of credits results in seamless transitions, progress, and course completion when students transfer between county offices and school districts.

Efficient transfer procedures and transfer of pupil records is a critical factor in the swift placement of foster children in educational settings. Delays in school enrollment and loss of earned credit can result in improper class or school placement, denial of special education services, and school dropout. The proper and timely transfer of pupils in foster care between schools is the responsibility of both the local educational agency, including the county office of education for pupils in foster care who are enrolled in juvenile court schools, and the county placing agency, which includes the county probation department.

**Both Parties Agree as Follows:**

Pursuant to Education Code §§ 48645.5, 49069.5, and 51225.2, the Riverside County Office of Education and the school districts of Riverside County agree to coordinate partial credit for students who transfer between county office programs and school districts.

According to California Education Code § 48645.5 (a) each public school district and county office of education shall accept for credit full or partial coursework satisfactorily completed by a pupil while attending a public school, juvenile court school, or nonpublic, nonsectarian school or agency. The coursework shall be transferred by means of the standard student transcript. If a pupil completes the graduation requirements of his or her school district of residence while being detained, the school district of residence shall issue to the pupil a diploma from the school the

pupil last attended before detention or, in the alternative, the county superintendent of schools may issue the diploma.

According to Education Code § 49069.5, as soon as the county placing agency or county office of education becomes aware of the need to transfer a pupil in foster care out of his or her current school, the county placing agency or county office of education shall contact the appropriate person at the local educational agency of the pupil. The county placing agency shall notify the local educational agency of the date that the pupil will be leaving the school and request that the pupil be transferred out.

According to Education Code § 49069.5, upon receiving a transfer request from a county placing agency or notification of enrollment from the new local educational agency, the local educational agency receiving the transfer request or notification shall, within two business days, transfer the pupil out of school and deliver the educational information and records of the pupil to the next educational placement.

As part of the transfer process, the local educational agency shall compile the complete educational record of the pupil, including a determination of seat time, full or partial credits earned, current classes and grades, immunization and other records, and, if applicable, a copy of the pupil's plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794) or individualized education program adopted pursuant to the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

Pursuant to Education Code § 51225.2, notwithstanding any other law, a school district and county office of education shall accept coursework satisfactorily completed by a pupil in foster care or a pupil who is a homeless child while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and shall issue that pupil full or partial credit for the coursework completed. The credits accepted pursuant to subdivision shall be applied to the same or equivalent course, if applicable, as the coursework completed in the prior public school, juvenile court school, or nonpublic, nonsectarian school or agency.

**Term:** The term of this agreement shall begin on **January 1, 2017** and continue each year.

**Signatures:**

**Riverside County Superintendent of Schools**

**Perris Union High School District**

Signed: \_\_\_\_\_  
Authorized Signature

Signed \_\_\_\_\_  
Authorized Signature

Diana Walsh-Reuss, Associate Superintendent  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

Date \_\_\_\_\_

Date \_\_\_\_\_