

CBE Credit Handling — School Transfer Worksheet

For families moving between Texas charter schools, ISDs, or homeschool. Bring this to BOTH schools.

STUDENT NAME _____ TRANSFER DATE _____

SENDING SCHOOL / TYPE (charter · ISD · homeschool) _____

RECEIVING SCHOOL / TYPE (charter · ISD · homeschool) _____

A · CBE CREDITS ALREADY EARNED (list every course)

COURSE	PROVIDER	ROUTE	SCORE	DATE	CERT. FILED?

B · QUESTIONS FOR THE SENDING SCHOOL (before transfer)

B1. Please provide an official transcript listing every CBE-earned credit with the notation used.

B2. For each CBE credit, was the actual score recorded, or a letter grade, or "credit granted"?

B3. Are there any pending / scheduled CBE attempts that will be affected by the transfer date?

B4. Will you release the original CBE certificates (from UTHS, TTU K-12, or other) to the family?

B5. Is there a formal records-transfer form the receiving school must submit to obtain the transcript?

C · QUESTIONS FOR THE RECEIVING SCHOOL (before transfer)

C1. Will each existing CBE credit be recognized for graduation requirements?

C2. How will each CBE credit appear on the receiving school's transcript?

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C · QUESTIONS FOR THE RECEIVING SCHOOL (continued)

C3. Will each CBE credit enter the GPA at the receiving school? At what weight?

C4. Will each CBE credit affect class rank calculation?

C5. What next-course placement will result from each existing CBE credit?

C6. Does the receiving school require any evaluation (placement test, teacher review) to honor the credit?

C7. If we schedule a CBE at this school after the transfer, which providers & windows apply?

D · FOLLOW-UP ACTION ITEMS (fill in after both meetings)

Sending school transcript received by (date): _____

Original CBE certificates in family archive by (date): _____

Receiving school confirms credit & placement in writing by: _____

Any receiving-school evaluation scheduled for (date): _____

Follow-up date to verify credit is on receiving transcript: _____

E · IF THE RECEIVING SCHOOL RESISTS THE CREDIT

1. Escalate within school: _____ counselor → principal → curriculum director / registrar.
2. Reference: TEC §28.023 recognizes CBE credit earned at any Texas public school (charter or ISD).
3. Bring: the original certificate from the CBE provider (UTHS, TTU K-12, etc.) — third-party proof.
4. If unresolved: contact the Texas Education Agency (TEA) for guidance on credit-transfer disputes.