



# 2024-25 APPEALS FORM for Placement in Advanced Courses

## FOR THE 2024-2025 SCHOOL YEAR

Shakopee Public Schools offer advanced and accelerated courses as a part of achieving our district's mission. The Accelerated and Twice-Accelerated sequences in our secondary schools are designed for students who need greater challenge to meet their academic potential.

The proper placement of students into these courses is very important. If students are placed in advanced or accelerated courses for which they are not ready, the students, parents, and teachers struggle with that incorrect placement, and students do not grow and learn like they should. Therefore, identification criteria are used to place all students in courses where they have the most likelihood of success. Standardized test score averages and other objective data from multiple years paint a picture of the student's ability, and proper placement helps ensure that all learners achieve up to their potential.

Placement in accelerated courses is based on demonstrated mastery of above grade level skills shown through state and national standardized tests. Grades and teacher recommendations are not components of course placement. Advanced course programs such as Advanced Placement (open enrollment) and College in the Schools courses (University of Minnesota entrance requirements) have their own entrance requirements.

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## APPEALS PROCESS

*Please review the criteria for advanced course placements in the registration guide.*

*Appeals will only be considered for students who are very close to the criteria.*

**Math Appeals** | Sixth grade students have the option to select which math course they want to take. However math is sequential in skills, so after sixth grade, students must test out of the pre-requisite course using an end of course assessment in order to advance.

**Appeals in ALL Other Disciplines** | If not initially invited into the course by initial identification, the student and parent(s) must...

1. Complete written Appeal Request Form (see next page) and return to the appropriate school office – due by July 1. Forms received after that date may not be considered.
2. Building Administration reviews student's file (with the HP Coordinator, as needed), including...
  - Core Data (MAP, FAST test performance)
  - Other Supplementary Data, such as...
    - Subject-specific Grades and GPA (i.e. Math GPA, Science GPA, etc., NOT overall GPA)
    - Work samples
3. Building Administration reviews student's file and supplementary data with parents
  - The Building Administrator will be the final authority on ALL appeals and will inform parents by late July.



# 2024-25 APPEALS FORM for Placement in Advanced Courses

Accelerated courses have entrance criteria. Please review the “Advanced Courses” pages in the Registration Guide before completing this form. Completed forms must be returned to your school’s main office by July 1, so that the building administrators can review the student’s file in a timely manner. Students will be notified in writing of the appeal decision by August 1.

*Please print legibly.*

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Current Building: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Building (in 2024-2025): \_\_\_\_\_ Grade (in 2024-2025): \_\_\_\_\_

**MATH APPEALS** | Students desiring to appeal into a more advanced math class in 7th grade or above must pass an end of course assessment of the preceding course. Please contact your school’s counseling department or administration for additional information.

**ALL OTHER APPEALS** | Please circle any course into which you are requesting an appeal.

**6<sup>TH</sup> GRADE COURSES**

- Accelerated Reading &  
Language Arts 6  
*In place of Reading & Lang Arts 6*
- Accelerated Pre-Algebra 6  
*In place of Math 6*

**7<sup>TH</sup> GRADE COURSES**

- Accelerated English 7  
*In place of English 7*

**8<sup>TH</sup> GRADE COURSES**

- Accelerated English 8  
*In place of English 8*

**9<sup>TH</sup> GRADE COURSES**

- Accelerated English 9  
*In place of English 9*

**10<sup>TH</sup> GRADE COURSES**

- Accelerated English 10  
*In place of English 10*

**Please briefly describe the rationale for requesting an appeal.**

**SIGNATURES** | We acknowledge reading this form entirely and our signatures indicate our understanding of the Registration and Appeals policies as presented in the Registration Guides, as well as our desire to appeal into the above-identified course(s).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Reviewer: \_\_\_\_\_

**DATA REVIEW:** MAP Scores over last 2 years: \_\_\_\_\_

FAST Scores over last 2 years: \_\_\_\_\_

Overall GPA \_\_\_\_\_

Subject-specific GPA \_\_\_\_\_

Work Samples attached \_\_\_\_\_

**APPEAL STATUS: YES NO**