



# 2015-16 APPEALS FORM for Placement in Advanced Courses

## FOR THE 2015-2016 SCHOOL YEAR

Shakopee Public Schools offer advanced and accelerated courses as a part of achieving our district's mission. The Honors, 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. Appeals will only be considered for students who are very close to the criteria depending on available space in the course.***

**Math Appeals** | 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 and MCA test performance)
  - Other Supplementary Data, such as...
    - ♦ Subject-specific EXPLORE and/or PLAN Scores
    - ♦ 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.



# 2015-16 APPEALS FORM for Placement in Advanced Courses

Honors and Accelerated courses have entrance criteria. Please review the “Advanced Courses” pages in the Registration Guide before completing this form (available for download on the High Potential Website). 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 2015-2016): \_\_\_\_\_ Grade (in 2015-2016): \_\_\_\_\_

**MATH APPEALS** | *Students desiring to appeal into a more advanced math class 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 check the box next to any course into which you are requesting an appeal.*

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

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

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

- ☐ Honors English 7  
*In place of English 7*

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

- ☐ Honors English 8  
*In place of English 8*
- ☐ Honors Earth Science 8  
*In place of Earth Science 8*

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

- ☐ Honors English 9  
*In place of English 9*
- ☐ Honors Physical Science  
*In place of Physical Science*
- ☐ Physics  
*In place of Honors Physical Science*

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

- ☐ Honors English 10  
*In place of English 10*
- ☐ Honors Biology  
*In place of Biology*

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

- ☐ Honors Chemistry  
*In place of Chemistry*

*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 Avg Score \_\_\_\_\_ MCA Avg Score \_\_\_\_\_ ☐EXPLORE / ☐PLAN \_\_\_\_\_

Overall GPA \_\_\_\_\_ Subject-specific GPA \_\_\_\_\_ ☐Work Samples attached

**APPEAL STATUS:** ☐YES ☐NO