

Instructions for Appeals, Promotion, and Retention Following Summer CRCT Administration

The goal this year is to have the Placement Committee in each school evaluate students who have not passed the CRCT in order to determine the most appropriate grade placement as early as possible, preferably by the time school starts. This is particularly important for students who might be promoted to middle or high school. The following process will assist in meeting this goal.

Upon receiving results of the summer administration of the CRCT principals are to:

1. Select a Student Support Team (SST) Chairperson. The SST acts as the basis for the Placement Committee for general education students.
2. Schedule dates and times for the Placement Committee to examine records and determine the most appropriate placement for students.
3. Notify the middle or high school to which students might be promoted to let them know the schedule of the Placement Committee since a representative from these schools is a required member of the Placement Committee.
4. Send letters to parents/guardians of students who have *not passed* the CRCT informing them of this situation and telling them that they are to meet as part of the Placement Committee on the designated date. Copies of these letters are enclosed. Electronic forms of the letters in English, Spanish, French, and Vietnamese are on the web at <http://apskids.org/teach/>. Look for the Promotion/Retention Documents link on the left.
5. Send letters to parents/guardians of students who have passed the CRCT letting them know the student will be promoted to the next grade. Sample letters in four languages are on the web.
6. Have the school's SASI person make sure the students who have *not passed* the CRCT are tagged as being retained for the coming school year. This will keep students from changing schools and registering as having been promoted. This needs to be done now since all appeals may not be finalized before the beginning of the school year.

Things you need to know:

- During the summer, middle-school principals and their feeder-school principals should communicate plans for scheduling appeals.
- Every child who does not pass the CRCT by the end of summer school must automatically be retained pending an appeal decision.
- Every child who does not pass the CRCT by the end of summer school must be given accelerated, differentiated, or additional instruction regardless of whether they are promoted or retained (SST).
- The Placement Committee for a regular-education child is the SST Committee plus the parent and last-year's teacher in the target subject.
- For students receiving special education or related services, the In-School Team serves as the Placement Committee and promotion decisions are dictated by the student's IEP for the school year in which testing occurred, even though the student may have a new IEP for the upcoming school year.

- The vote of the placement committee to promote must be unanimous among the members present at the hearing.
- The promotion/retention hearing is the responsibility of the school in which the student was enrolled during the school year in which testing occurred.
- A student who is waiting for resolution of an appeal must be enrolled in the grade he/she was in during the last school year.
- If a promotion will move the child to a school in another SRT, any appeal to the SRT Executive Director must be heard jointly by the Executive Directors in both SRT's.

More information is on the Promotion/Retention Documents link at <http://apskids.org/teach/>. If you have questions, call Dr. Robert C. Tate in the Department for Learning Excellence at 404-802-2665.