

# MCAS Performance Appeal Application

## 2011-2012

### Introduction

**This application must be completed and submitted with all MCAS performance appeals, including cohort, portfolio, and transcript appeals.** A performance appeal argues that a student's knowledge and skills in English language arts (ELA), mathematics, or science and technology/engineering (STE) meet the minimum requirements to earn a Competency Determination (CD), even in cases where the student has not yet attained a minimum score of 220 on the respective MCAS test.

If a student does not earn a score of at least 240 on the grade 10 ELA or mathematics test, an Educational Proficiency Plan (EPP) must be developed for the student. Therefore, students for whom an appeal is submitted should be in the process of fulfilling their EPP in order to earn a CD. Information on the EPP is available at [www.doe.mass.edu/hsreform/epp/](http://www.doe.mass.edu/hsreform/epp/) or by contacting Secondary School Services at 781-338-3010.

**Who may file an appeal?** Only the district superintendent (or designee) may file a performance appeal on behalf of a student who is enrolled in the district or who has left the district high school without a diploma. For a student enrolled in a publicly-funded education program that is not part of the student's home school district (e.g., an approved private special education program, educational collaborative, Special Education in Institutional Setting [SEIS] program), the executive director of the school may file the performance appeal.

**How to file an appeal:** Complete one application for each subject in which an appeal is being submitted (ELA, mathematics, or STE), and mail to:

Massachusetts Department of Elementary and Secondary Education  
MCAS Performance Appeals  
75 Pleasant Street  
Malden, MA 02148

The MCAS Performance Appeals Board or the Portfolio Appeals Review Panel will review appeals for students who meet the eligibility requirements and will make a recommendation to the Commissioner of Elementary and Secondary Education whether to grant or deny the appeal, or whether no determination can be made at the time of the review.

**When to file cohort and portfolio appeals:** Cohort appeals must be submitted to the Department during the first week of each month in order to be reviewed that month. Cohort appeals reviews are conducted monthly, with the exception of July and August, and results are sent the same month. Portfolio appeals are reviewed 3 times per year in November, May, and July. Deadlines for submitting portfolio appeals for the 2011–2012 school year will be November 10, 2011; April 13, 2012; and June 15, 2012. Results will be available approximately 4 to 5 weeks after submission.

**Part I: General Information**

**Name of District, Educational Collaborative, Approved Private Special Education School, or SEIS program:** \_\_\_\_\_  
District Code: # \_\_\_\_\_

**If the student attends an out-of-district school or program, please provide the name and code of the student's home district to which results will also be sent:**

**Name of School:** \_\_\_\_\_ School Code: # \_\_\_\_\_

**Superintendent or Executive Director of School or Program:**

Name:

Address:

Phone:

Fax:

**Principal:**

Name:

Address:

Phone:

Fax:

**Faculty Contact:**

Name:

Position:

Phone:

Check here if this appeal is a resubmission of an **MCAS Cohort Appeal** (i.e., an MCAS Cohort Appeal was previously submitted for the student):

Check here if this appeal is a resubmission of an **MCAS Portfolio Appeal** (i.e., an MCAS Portfolio Appeal was previously submitted for the student):

**Part II: Student Information**

**State-Assigned Student Identification Number (SASID):** \_\_\_\_\_

**Last Name:**

**First Name:**

**MI:**

**Year of student's anticipated graduating class:**

**For a student with a disability:**

Check this box if this appeal is submitted with the *consent* of the student's parent or guardian (or the student, if 18 years or older); or if this appeal is being submitted at the *request* of the parent/guardian (or student, if 18 years or older). Written documentation of the consent or request must be on file in the district.

**IEP Team Verification:**

Check this box if the student's IEP team supports the graduation of this student (as indicated in the student's IEP), and the student has completed or is on track to complete local graduation requirements.

### Part III: Content Area of Appeal and Appeal Process

**Content area of appeal** (check one):

English Language Arts   **or**    Mathematics   **or**    Science and Technology/Engineering

*For Science and Technology/Engineering, please indicate the discipline-specific area of the appeal:*

Biology    Chemistry    Introductory Physics    Technology/Engineering

**Appeal process** (check one):

Cohort appeal   **or**    Portfolio appeal   **or**    Transcript appeal (grade 12 transfer students only)

**Performance evidence included in the appeal** (check all that apply):

- Cohort Worksheet and supporting materials  
 Portfolio  
 Transcript, test scores, academic awards, proof of college acceptance (transfer students in grade 12 **only**)  
 Other supporting documentation (specify):

### IV: Eligibility

**Student must meet the following three eligibility criteria before the appeal will be considered.**

#### 1. Participation in MCAS Testing:

##### **For English Language Arts and Mathematics:**

- a. The student has taken the Grade 10 MCAS test/retest in ELA or Mathematics **at least 3 times** or has participated in the MCAS Alternate Assessment at grade 10 or higher at least twice. (Check here)
- b. Student **does not meet** the minimum requirement. To request a waiver, check the box and provide a rationale on a separate page signed by the appropriate official in the school or program. (Check here)

##### **For Science and Technology/Engineering (STE):**

- a. The student has taken the high school MCAS test or the MCAS-Alt in STE **at least once**, and is **currently enrolled** in a Science or Technology/Engineering course, or has completed grade 12. (Check here)
- b. Student **does not meet** the minimum requirement. To request a waiver, check the box and provide a rationale on a separate page signed by the appropriate official in the school or program. (Check here)

Note: If an appeal in Science and Technology/Engineering was previously submitted for this student and was **denied**, in order for the student to be eligible for a subsequent appeal in STE, he or she must take another MCAS test in either the same or different high school STE discipline (Biology, Chemistry, Introductory Physics or Technology/Engineering).

Indicate below the date(s) and corresponding test score(s) earned by the student on each previous MCAS administration of the Grade 10 (or High School) test, retest, or alternate assessment. For a student who took a standard MCAS test or retest, provide the scaled (i.e., numerical) score. For a student with a disability who participated in the MCAS Alternate Assessment, provide the performance level (e.g., *Awareness, Emerging, or Progressing*).

If STE, indicate below which high school STE test was taken:

Date of 1<sup>st</sup> Test:                      Score:

Date of 2<sup>nd</sup> Test:                      Score:

Date of 3<sup>rd</sup> Test:                      Score:

Date of 4<sup>th</sup> Test:                      Score:

**2. Minimum Attendance:**

- a. Student maintained a 95 percent (minimum) attendance rate during the previous and current school years. (Check here)
- b. Student **does not meet** the 95 percent minimum attendance requirement. To request a waiver, check the box and provide a rationale and student's attendance rate for junior and senior years on a separate page signed by the appropriate official in the school or program. (Check here)

**3. Tutoring and Other Academic Support Services:**

- a. The student has participated in tutoring or other academic support services provided or approved by the district. In the space directly below, briefly **describe the tutoring** or other academic support services in which the student has participated. (Check here)
  
- b. Student **did not** participate in tutoring opportunities. To request a waiver, check the box and provide a rationale on a separate page signed by the appropriate official in the school or program. (Check here)

**Request of a Waiver of One or More Eligibility Requirement(s)**

The Commissioner may waive any one or more of the eligibility requirements if there are extenuating circumstances, such as serious illness or hardship. For any instance in which a waiver of eligibility is being sought, a written justification must be included on a separate sheet. No waivers or exemptions will be granted to any student or former student from meeting the Competency Determination requirement to earn a high school diploma.

**Part V: Teacher Evaluation of Student Performance**  
**(Must be completed by a teacher in the content area of the appeal)**

Based on my experience teaching this student and on my review of his or her work in the content area of the appeal, this student's knowledge and skills, in my judgment, are:

- At or above the *Needs Improvement* level on the grade 10 or high school MCAS test in this subject,  
or  
 Below the *Needs Improvement* level on the grade 10 or high school MCAS test in this subject.

**Teacher's Signature:**

**Title:**

**Date:**

Teacher's Name (printed):

Additional Comments:

**Part VI: Superintendent's Verification**

I certify, to the best of my knowledge, that all statements made in this appeal are true, complete, and correct.

**Signature of Superintendent (or Designee) or Executive Director:**

Name:

Date:

## **Reminders**

Before submitting this appeal, please review the application carefully. No decision will be made if the application is incomplete or inaccurate. Please keep on file in the district a copy of this appeal, the electronic cohort worksheet, and all other information used to support this appeal.

For a cohort appeal, mail **three** copies of the application and cohort worksheet. For a portfolio appeal, send the application and original portfolio (do **not** send multiple copies). If a portfolio appeal is being resubmitted, separate any new materials added to the original portfolio. Send all MCAS appeals materials to the address below:

Massachusetts Department of Elementary and Secondary Education  
MCAS Performance Appeals  
75 Pleasant Street  
Malden, MA 02148

Updated MCAS appeals guidelines for the 2011-2012 school year are available at [www.doe.mass.edu/mcasappeals](http://www.doe.mass.edu/mcasappeals).

If you have any questions, call 781-338-3333 or email [mcasappeals@doe.mass.edu](mailto:mcasappeals@doe.mass.edu).