

# MCAS Performance Appeal Application

2009–2010

## Introduction

**This application must be completed and submitted with all MCAS performance appeals using either the cohort worksheet or the portfolio review process.** A performance appeal addresses a claim that a student's knowledge and skills in English language arts (ELA), mathematics, and/or science and technology/engineering (STE) meet or exceed the 220 level on the Grade 10 (ELA and mathematics) and/or high school (STE) Massachusetts Comprehensive Assessment System (MCAS) test(s) required for the competency determination, even though the student has not yet attained a minimum passing score of 220.

**Who may file an appeal:** Only the superintendent of schools (or designee) may file a performance appeal on behalf of a student who is enrolled in the school district or who left the district high school without a diploma. For a student enrolled in a public education program that is not part of a school district (charter school, approved private special education program, educational collaborative, Educational Services in Institutional Setting [ESIS] program), the administrator of the school who is equivalent to the superintendent of schools may file the performance appeal.

**How to file an appeal:** Complete one application for each content area in which an appeal is being submitted (ELA, mathematics, and/or STE) for a student, and submit to:

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

The MCAS Performance Appeals Board and/or the Portfolio Appeal 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 for each student based on the student's academic performance, or whether no determination can be made at the time of the review.

**When to file cohort and portfolio appeals:** Cohort appeals may be filed any time during the school year. Reviews are generally conducted monthly, with the exception of July and August. Portfolio appeals are reviewed 3 times per year: November, April, and July. Deadlines for submitting portfolio appeals for the 2009–2010 school year will be November 13, 2009; April 16, 2010; and June 18, 2010. Results will be made available approximately 5 to 6 weeks after submission.

**Part I: General Information**

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

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

**Superintendent or Director of School**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Principal**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Faculty Contact**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

**If this student attends an out-of-district school or program, please provide the name and code of the student's home district:** \_\_\_\_\_

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

**Part II: Student Information**

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

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**MI:** \_\_\_\_\_

**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 with the district.

**IEP Team Verification:**

Check this box if the student's IEP team supports the graduation of this student (as indicated on page 8 of the 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

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

- Cohort Worksheet  
 Portfolio  
 Transcript, test scores, academic awards, proof of college acceptance for transfer or recent students (see guidelines for definitions)  
 Other supporting documentation (see guidelines and 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 & Mathematics:**

- a. The student has taken the Grade 10 MCAS test in ELA or Mathematics **at least 3 times** or has participated in the MCAS Alternate Assessment at least twice. (Check here)
- b. Student **does not meet** the minimum requirement. If requesting a waiver, check box and provide rationale in the space on the next page. (Check here)

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

- a. The student has taken the High School MCAS test or 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. If requesting a waiver, check box and provide rationale in the space on the next page. (Check here)

Note: If an appeal in Science and Technology/Engineering was previously submitted for this student, 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 and corresponding test score 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. If requesting a waiver, check box and provide rationale and student's attendance rate for junior and senior years in the space below. (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. If requesting a waiver, check box and provide rationale in the space below. (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. No exemptions will be granted to any student or former student from meeting the Competency Determination requirement to earn a high school diploma.

In the space below, **provide written justification** for waiver(s) being sought for one or more of the eligibility requirements:

**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:**

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) to the address below:

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

The updated MCAS appeals guidelines for the 2009–2010 school year are available at [www.doe.mass.edu/mcasappeals](http://www.doe.mass.edu/mcasappeals).

Call 781-338-3333 or email [mcasappeals@doe.mass.edu](mailto:mcasappeals@doe.mass.edu) with questions about MCAS appeals.