

July 8, 2011

Virginia Department of Education
Appeal by a School of its Adequate Yearly Progress (AYP)
Accountability Decision for School Year 2011-2012
(Based on Standards of Learning Tests Administered
During School Year 2010-2011)

The AYP accountability decisions include:

- AYP determination for a given school year; and/or
- Identification for improvement, corrective action, restructuring, or other sanctions under the *No Child Left Behind Act of 2001*.

The following policies and procedures shall apply to all appeals made by schools.

A **school** appeals directly to the division superintendent concerning its AYP accountability decision.

1. An appeal is limited to the following circumstances:

- When a school believes that an error or omission was made in reporting the number of enrolled students or the designation of less than a 95 percent participation rate.
- When a school believes that an error or omission occurred in the calculation of the passing rate, such as a failure to calculate safe harbor or a failure to consider a three-year cumulative pass rate.
- When a school believes that the demographic information associated with the test scores is in error.
- When a school believes that there was an omission of other information or data necessary for the determination of AYP.
- When a school can document that it did not make AYP because its failure to meet the annual measurable objective in the other academic indicator (graduation rate, attendance rate, or student performance on science, history and social science, or writing assessments) or make progress in that indicator is due to another verifiable, substantive reason.

2. Time period for appeals for claims of errors in scoring or reporting of data:

- The division superintendent is the person designated for accepting any appeal made by a school and for forwarding the decision to the Virginia Department of Education (VDOE).
- If a division superintendent determines that the appeal is warranted and that the identification should be changed, the division superintendent forwards the following to the VDOE:
 - For non-Title I schools – decision and rationale; or
 - For Title I schools – decision, rationale, and a listing of evidence analyzed.

- The school division should ensure appropriate record changes, if any, have been made before submitting an appeal.
- The Virginia Department of Education must receive appeals filed by the division superintendent within **15 business days** of the school receiving official notice of its AYP accountability decision or no later than **Friday, September 9, 2011**.
Send the appeal packets to:

Virginia Department of Education
Office of Program Administration and Accountability
Attention: Marsha Granderson
P.O. Box 2120
Richmond, Virginia 23218-2120

- Submit six packets (an original and five copies) per school appeal. Include as the first document in each packet a copy of the appropriate school's AYP report. Highlight relevant data that would enhance the review of any of the documents submitted.

3. Review of information and data related to the appeal:

- The school and school division assume the burden to demonstrate through supporting evidence that an error has occurred as a basis for appeal.
- In preparing a response to a school's appeal filed by the division superintendent, the VDOE may audit data relative to the AYP accountability decision. The state reserves the right to investigate any irregularities that are identified in the process of reviewing information related to the appeal. The VDOE will designate the information to be used to review an appeal on a case-by-case basis.
- Results of the VDOE's review of the appeal will be provided to the division superintendent in writing within 15 business days of receipt of the appeal. If a site visit is required as a part of the review, notification will be made within 15 business days of the visit.
- The determination made by the VDOE regarding Title I schools shall be final.