

**Virginia Department of Education
School Division Appeal of Title III
Annual Measurable Achievement Objective (AMAO) Results for
AMAO 1 (progress) and/or AMAO 2 (proficiency)
For School Year 2013-2014**

If a school division believes that the proposed determinations for AMAO 1 (progress) and/or AMAO 2 (proficiency) provided by the Title III Achievement Summary Report and the Title III Consortia Report in the Single Sign-On for Web Systems (SSWS) portal are in error for statistical or other substantive reasons, it may provide supporting evidence to the Virginia Department of Education (VDOE) to consider before making a final determination. The following policies and procedures shall apply to Title III AMAO appeals made by school divisions for AMAO 1 (progress) and AMAO 2 (proficiency).

A **school division** appeals directly to the VDOE concerning its Title III AMAO accountability decision for AMAO 1 (progress) and AMAO 2 (proficiency), using the following process. Appeals should be submitted only if the evidence provided would change the Title III AMAO 1 and/or AMAO 2 result(s) for the school division. The appeal process for AMAO 3 (AMOs for reading and mathematics for the Limited English Proficient subgroup) was provided in Superintendent's Memo 180-13, dated July 19, 2013: http://www.doe.virginia.gov/administrators/superintendents_memos/2013/180-13.shtml.

1. An appeal for AMAO 1 (progress) and/or AMAO 2 (proficiency) is limited to the following circumstances:
 - When a school division believes that an error or omission occurred in the calculation of AMAO 1 (progress) and/or AMAO 2 (proficiency), such as failure to include both the composite and the literacy score to determine a student's proficiency level or the failure to use the correct baseline data to determine progress.
 - When a school division believes that the demographic information associated with the test scores is in error.
 - When a school division can document that it did not meet Title III AMAO 1 (progress) and/or AMAO 2 (proficiency) 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 filing any appeal made by a school division.
 - The school division should ensure appropriate record changes, if any, have been made before submitting an appeal. The VDOE has sent instructions for online record changes to the Division Director of Testing (DDOT).
 - The VDOE must receive appeals filed by the division superintendent of the school division receiving official notice of its Title III AMAO accountability decision no later than **Monday, December 2, 2013**. Submit six packets (an original and five copies) to:

Stacy Freeman, Title III Specialist
Virginia Department of Education
P.O. Box 2120
Richmond, Virginia 23218-21203.

Review of information and data related to the appeal:

- The school division assumes the burden to demonstrate through supporting evidence that an error has occurred as a basis for appeal.
- In preparing a response to an appeal, the VDOE will audit data relative to the Title III AMAO 1 (progress) and/or AMAO 2 (proficiency) 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 shall be final and is considered the final report for the purpose of the 30-day separate notification to inform parents if the school division did not meet any one or more of the Title III AMAOs.