



## **School District 308 Appeal Process for Junior High Honors Placement for Math and/or ELA**

**\*Appeals for Honors Science or Social Studies are determined by the building principal. Math and ELA are accelerated courses and require a student to skip a grade level. Science and Social Studies are at grade level, but enriched.**

Email appeal paperwork to the Director of Junior High Education

[slueders@sd308.org](mailto:slueders@sd308.org)

or

Drop off paperwork:

Attn: Director of Junior High Education - Shannon Lueders

4175 Rt. 71, Oswego, IL 60543 (Door 3)

All appeals should be submitted between May 1 and May 31. **No  
appeals will be accepted after May 31.**

### **Appeal Timeline**

1. The parent or guardian completes the Junior High Honors Placement Appeal form and submits the form along with any relevant documentation to the Director of Junior High.
2. District administration will review and gather any additional evidence needed to make a placement decision.
3. Once the review of evidence is complete, parents will be notified of the result of the appeal.
4. For additional clarification, please contact your child's school administration or Shannon Lueders, Director of Junior High Education ([slueders@sd308.org](mailto:slueders@sd308.org)).



<b>Student Name:</b>	<b>Grade for Requested Appeal:</b>
<b>Junior High:</b>	<b>Date:</b>
<b>Parent(s)/Guardian(s):</b>	<b>Phone number and best time to reach you:</b>
<b>Address:</b>	<b>E-mail:</b>
<p><b>This appeal is for placement (check the appropriate course and state the reason for the appeal:</b></p> <p> <input type="checkbox"/> Honors ELA  <input type="checkbox"/> Honors Math  <input type="checkbox"/> Pre-Algebra  <input type="checkbox"/> Algebra I         </p>	
<p><b>Reason for the appeal:</b></p>	

Attachments: Please attach any additional test scores you would like to provide: (Please indicate the name of the test, the date the test was taken, and the type of score(s) you are reporting.) If the testing was done outside of School District 308, please attach a copy of any report(s) you have.

You may also attach any work samples or other documentation of your child's ability, interest, or motivation to learn in the subject(s) being considered. Please provide information on when the work sample was completed and under what conditions.

*Also, provide a contact person who can comment on the child's work. Please return the completed form and attachments to the school office or to Shannon Lueders (slueders@sd308.org)*



## **Evidence to Support Placement in Honors Courses**

Please submit a copy of any information you as the parent may have that supports each of these areas along with the request for the appeal.

### **Parent/s or Guardian/s provide**

#### **Student Achievement Data**

- Achievement test reports (if any) from outside School District 308. Only data from other school district testing will be accepted.
- Evidence of learning disability or other factors that may have resulted in poor test performance on any indicators used in the screening and identification process. Only diagnoses from psychologists within a recognized school unit will be accepted.

### **District provides:**

#### **Student Achievement Data**

- FastBridge and IAR Data

#### **Observation Data**

- Teacher recommendations
- Anecdotal evidence as needed and available

#### **Student Performance Data**

- Student's grades over the past three years
- Classroom performance data