

SAN DIEGO CITY SCHOOLS

Date: June 7, 2005

To: **Senior High** Principals; Division and Department Heads

Subject: PLACEMENT DECISIONS FOR AT-RISK STUDENTS

Department and/or Persons Concerned: Principals, Vice Principals, Teachers, and Counselors

Due Date: Complete required documentation by the end of the academic year.

Reference: District Procedure No. 4766; Placement/Articulation, 9-12 (Senior High)
Administrative Circular No. 44, Learning Contract for At-risk Students (October 28, 2004)

Action Requested: Review and comply with the decision and documentation process relating to at-risk students.

Brief Explanation:

The primary purpose of this circular is to call your attention to the actions that must be taken at the end of the school year for students identified as at-risk of not meeting grade level standards.

This circular and attachments contain important information related to student promotion/retention and placement/articulation. It is essential that site administrators, teachers, and counselors carefully review all of the attached materials to ensure that the student placement processes outlined in Administrative Procedure No. 4766 are followed consistently throughout the district. *Please discard all related materials from previous years.*

Attachment	Document(s)
1	<i>Student Placement and Support Form</i> Student Placement and Support Form: Teacher Directions <i>Secondary Placement Recommendation Form</i> Secondary Placement Recommendation Form: Teacher Directions Parent/Guardian Information Letter (English and Spanish) Teacher Decision to Promote or Retain Form: Electronic Form Instructions Parent/Guardian Conference Request Form
2	Literacy Performance Expectations and Placement Guidelines Literacy Course Guide
3	Mathematics Performance Expectations and Placement Guidelines Mathematics Course Guide

Description of Attachments

1. Student Placement and Support Form; Secondary Placement Recommendation Form

Attachment 1 provides a copy of the *Student Placement and Support* form for 2005-06. **This form must be completed for each at-risk student in Grades 9-10** (i.e., each student with a Learning Contract).

- For students who attend summer school, a new *Student Placement and Support Form* must be completed at the end of the summer session.

This attachment also includes the *Secondary Placement Recommendation* form. This form is to be used when a staff member or parent/guardian requests a review of the student's placement in high school coursework. A placement review conference may be convened if there is a belief that the assessment results do not accurately reflect the student's academic performance. These are expected to be exceptional circumstances. For students entering high school, the conference should ideally include the middle-level and senior high counselors and site administrators/designees.

Teacher instructions for completing the *Student Placement and Support* and *Secondary Placement Recommendation* forms are also included in this attachment. Both forms can be accessed and printed electronically at the school site via the Student Achievement Data System. All current student demographic and assessment information is pre-printed on the document. Directions for accessing the electronic forms are included in this section. Additionally, blank forms can be downloaded and printed from the Standards, Assessment, and Accountability Division website at <http://studata.sandi.net/saa/placement/index.asp>. These are available in several languages: Spanish, Cambodian, Lao, Somali, Tagalog, and Vietnamese.

This attachment also includes a copy of the Parent/Guardian Information Letter (in English and Spanish), and a Parent/Guardian Conference Request Form. Both of these documents should be distributed with each *Student Placement and Support* form.

2-3. Performance Expectations, Placement Guidelines, and Course Guides: Literacy and Mathematics

Attachments 2 (literacy) and 3 (mathematics) provide the performance expectations and retention criteria for each grade level (performance matrix), and the associated course placement guidelines and course numbers.

- The attached Literacy and Mathematics Course Guides reflect the general course offerings for students at specific grade levels. Advanced, Honors and AP course offerings—as appropriate—can be found in the Course of Study.

Action Time Line

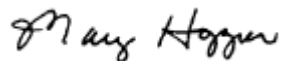
The following timeline comes from district procedure 4766.

Action Dates	Responsible Party	Actions to be Taken
<i>Within last 6 weeks of instruction</i>	Teacher	<ul style="list-style-type: none"> • Evaluate student’s academic performance based on designated performance measures and, if needed and appropriate, additional evidence of student academic achievement, participation in support and intervention opportunities, readiness for next grade level, etc. • Consult with the principal and the student’s parent/guardian. • Make placement recommendation. • Indicate recommendation on <i>Student Placement and Support Form</i> and submit to principal for signature.
<i>About 2 weeks prior to end of school year</i>	Principal	<ul style="list-style-type: none"> • Sign <i>Student Placement and Support Form</i>. Notify parents/guardians of placement recommendation and the opportunity to request a Placement Review Conference.
<i>Prior to end of school year</i>	Counselor Teacher/ Counselor Principal/ Designee	<ul style="list-style-type: none"> • Convene Placement Review Conference with parent/guardian upon request to discuss student’s academic program for the coming year. • Record student performance level and placement recommendation on <i>Secondary Placement Recommendation Form</i>. • Make the final placement decision during the conference. Have parent/guardian indicate agreement with or decline of the recommended placement and sign the form.
<i>End of school year</i>	Principal	<ul style="list-style-type: none"> • File all original documents in the student’s cumulative folder (<i>Student Placement and Support Form</i> and, if applicable, <i>Secondary Placement Recommendation Form</i>). • Distribute copies as indicated.
<i>End of summer school</i>	Teacher, Principal Principal	<ul style="list-style-type: none"> • Review student progress and assessment results. Confirm or revise placement recommendation. Complete new <i>Student Placement and Support Form</i>. • Mail copy of new form to parent/guardian. • File original document in student’s cumulative folder.

Questions may be directed to the District Assessment Department at 619-725-7172.

Eileen Poole
Program Manager
District Assessment Department

APPROVED:



Mary Hopper
Chief Administrative Officer

KB:ek

Attachments (5)
Distribution: Lists A and F