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THE PUBLIC SCHOOLS of SPRINGFIELD, MASSACHUSETTS

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MCAS APPEAL CHECKLIST
2009-2010

SASID: _____

Student Name: _____

Criteria:

Part I General Information:

1. Is Part I General Information completed:

Yes

No

If no what was not completed: _____

Part II Student Information:

2. Is SPED student is box checked:

Yes

No

If any portion of this section was incomplete what was that section:

Part III Content Area of Appeal & Type of Appeal:

3. Content Area of the appeal

ELA Math Science & Technology/Engineering

4. Cohort Performance Portfolio

Part IV Eligibility:

5. Taken the ELA and Math MCAS test a minimum of 3 times. Taken the MCAS Science Technology /Engineering at least 1time.

Yes

No

If no what subject(s) and reason:

6. Maintained 95% attendance or have attendance waiver documentation:

Yes

No

7. Student attended tutoring

Yes

No

Part IV Eligibility:

8. Teacher indicates students is at or above the needs improvement level

Yes

No

If no signature of principal required:

9. Any additional comments made by the signing teacher

Yes

No

Performance Portfolio Binder Organization

1. Is a table of contents listing all work sample evidence (ELA, Mathematics or Science) included?

Yes

No

2. Are all work sample coversheets filled out **completely**?

Yes

No

3. Does each work sample coversheet accompany a sample of the student's work?

Yes

No

4. Does each sample of student work accompany the work sample coversheet?

Yes

No

5. If the performance portfolio is a resubmission, are the work samples previously submitted to the DESE in the back of the portfolio binder and separated by a divider?

Yes

No

Date submitted for approval: _____ Name of Submitter: _____

Date submitted to Dr. Ingram: _____

C to Submitting School