

Note to administrator: If a student fails to perform satisfactorily on a grade 3, 5, or 8 math or reading assessment, the law allows a parent or guardian to make a request for the student to be assigned to a particular classroom teacher in the applicable subject area for the subsequent school year, if more than one classroom teacher is available in that area, by following the District's established process. The District is not required to grant the request.

To better manage staffing and scheduling in advance of the start of the school year, consider offering parents and guardians the opportunity to request a different teacher over the summer.

For more information on classroom assignments for students who fail to perform satisfactorily on these tests, see EHBC(LEGAL).

Teacher Assignment Request

If a student has failed to perform satisfactorily on the grade 3, 5, or 8 math or reading assessment, the parent or guardian may request a particular classroom teacher for the subsequent school year for the applicable subject area, if more than one classroom teacher is available in that area. The District is not required to grant the request.

If there is only one classroom teacher per grade level, then the District will not be able to grant the request and the parent may resubmit a request when circumstances change.

Requests must be in writing and submitted to the _____
(*position, such as campus principal*) by _____ (*provide deadline*) to be considered.

The following information should be in the request:

- Student's name
- Campus attended
- Identification of the assessment with the grade level and subject in which the student failed to perform satisfactorily
- Requested classroom teacher by name and subject area
- Parent or guardian's name, address, phone number, and email address

If the request is granted, the parent or guardian will be notified by _____ (*provide date*) by the _____ (*principal or designee*).

**No Available Test
Score**

To comply with the requirement that a student who was absent or did not receive a test score for a required state test administration receives appropriate supplemental accelerated instruction as warranted on an individual basis, the following steps will be taken:

[Modify the sample procedures below to match District procedures.]

- Identify, document, and report to the _____
(principal or designee) by _____(date) any student who was absent on the day of the state assessment or who did not receive a test score for any test administration.
- _____(principal or designee) will schedule a meeting of the accelerated learning committee (ALC) upon receipt of this report. The meeting must be scheduled in time to allow the ALC to develop an educational plan for the student and before the start of the school year.
- _____(principal or designee) will notify the student's parent or guardian of the time, place, and purpose of the ALC meeting. The District will make a good faith effort to provide written notice that is clear and easy to understand, in English or the parent or guardian's native language.
- _____(principal or designee) will develop during the ALC meeting an accelerated learning plan for each student that meets all legal requirements.
- If the ALC determines that a student does not need accelerated instruction, the ALC will document its decision and include any relevant documentation.

[Add additional District procedures as needed regarding how the District will determine appropriate supplemental accelerated instruction as warranted for each student on an individual basis.]