



# CAESAR RODNEY SCHOOL DISTRICT

7 Front Street, Wyoming, Delaware 19934

## GRADE ACCELERATION PROCEDURES (K-8)

### STEP 1

1. Parent(s)/Guardian(s) must submit a **written request** for Grade Acceleration to the school principal and a **signed copy of this form a minimum of 60 calendar days** prior to the start of the school year. The written request needs to include Parent/Guardian rationale to support Grade Acceleration.

### STEP 2

2. A School-Based Team will meet within the first 30 days of the request to review the following documentation:
  - Final copy of report card with teacher and/or administrator documentation of 98% or above in all core content areas.
  - Delaware Testing Results indicating an Advanced Accountability Score on each subsection for all content at the current tested grade level or State Testing Equivalent indicating a 98 percentile rank.
  - Additional school administered standardized tests that reflect a 98 percentile rank or above.

If the student **does not meet** all of the applicable criteria listed above, Parent(s)/Guardian(s) will be notified by the school in writing that the student has not met the criteria and will not be eligible for "grade acceleration."

If the student **meets** the all of the applicable criteria listed above, Parent(s)/Guardian(s) will be notified by the school in writing that the information has been sent to the Director of Instruction and further review and testing will take place.

### STEP 3 (if applicable)

3. Provided the student meets the listed criteria, an evaluation will be conducted by School Personnel. The evaluation will include the administration of an Individualized Test of Intelligence. Parent(s)/Guardian(s) will be contacted by telephone to set up a date and time for the evaluation. Parent(s)/Guardian(s) will provide consent for the evaluation and then will be accommodated in a separate area while the sessions take place. Parent(s)/Guardian(s) availability must be provided for part of the overall evaluation.
4. The decision for Grade Acceleration is based on the collection of evidence: Parent/Guardian information, Student/School information and Cognitive Assessment results (to include a minimum overall IQ Score of 140).
5. A letter including the Evaluation results and a decision regarding placement of the student will normally be sent to the parent(s)/guardian(s) within fourteen (14) business days following completion of the evaluation.

The above procedures have been read and understood. I am enclosing a written request for Grade Acceleration.

Retesting will not be considered, and the decision is accepted as final.

\_\_\_\_\_  
Child's Full Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date Received by School

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date Received by Instruction

\_\_\_\_\_  
Home Phone #

### ***WHERE EDUCATIONAL EXCELLENCE IS A TRADITION***

The Caesar Rodney School District is an Equal Opportunity Employer and does not discriminate in employment or educational programs, services or activities based on race, color, religion, national origin, gender, age, veteran or marital status, disability, sexual orientation, gender identification or genetic information in accordance with State and Federal laws. Inquiries about compliance should be made to the Title IX, District 504 and ADA Compliance Officers: Paul L. Dunbar Administration Building, 7 Front Street, Wyoming, DE 19934. Phone (302) 698-4800.