

ADMINISTRATIVE REGULATION

No. 222(a)

Board of Trustees Douglas County School District

COMPETENCY APPEAL PROCEDURE

All Douglas County students are expected to demonstrate proficiency in the content areas of reading, writing, mathematics, science, American History, and American Government. Students must meet established district or state proficiency requirements prior to graduation. Students who do not meet these requirements may be eligible for an appeal process as outlined below.

It is recognized, however, that there may be circumstances (e.g., illness, family emergency) that impact a student's performance on required assessments. In some cases, the particular circumstance could preclude a student from performing at a level commensurate with their ability. In addition, some students' performance on standardized assessments might, at times, be erratic. Therefore, a single assessment may not fully reflect a student's knowledge and skills.

The Competency Appeal Process has been designed as a mechanism to ensure fair consideration of student proficiency. Within ten (10) school days of receiving assessment results, a student in grade 12 may submit an appeal of their proficiency determination.

The following challenge process will be implemented:

- The student and parent/guardian receive the student's assessment results.
- The student's score does not meet the established proficiency standard.
- The student and/or the parent/guardian may request a ["Competency Assessment Appeal Process" form](#) from the school counselor within 10 school days of receiving results.
- The counselor will explain the appeal process to the student and/or the parent/guardian and clarify the types of data that can be as evidence of proficiency.
- The counselor and the student will:
 1. Identify the assessment(s) being challenged. The student and/or the counselor will provide documentation that shows the student's competence in a content area(s) as determined by an alternative assessment (e.g., SAT; PSAT; AP; or other district-approved measures).
 2. Complete the form and attach appropriate documentation.
- The form and the student's documentation are reviewed by a committee consisting of the principal, the counselor, a district assessment representative, and a content area teacher with expertise in the relevant subject areas. The committee will

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convene within ten (10) school days of receiving the completed appeal and supporting documentation.

- The committee determines whether the submitted evidence demonstrates that the student has met or exceeded proficiency expectations equivalent to district or state standards.
- The student is notified, by letter, of the committee's decision. A copy of the letter will be maintained in the student's educational record in accordance with district record retention policies.
- The determination of the committee is final and no further appeal process is provided.

[See Policy related to this Administrative Regulation](#)

See also: Administrative Regulations 222, 222(b)

Adopted: April 2001
Revised: July 16, 2026