ACADEMIC POLICY

Review and Escalate Inaccurate Promotion Criteria in ATS for Students with IEPs and ELLs

Beginning January 5, principals/designees should review the Promotion Criteria Report (RPCR) in ATS and escalate inaccuracies in promotion criteria by comparing the student’s Individualized Education Program (IEP) with the information in the "PROMO CRITERIA" column of RPCR, by January 22.

Process to Escalate Inaccuracies for Students with IEPs:

- If the promotion criteria listed in RPCR is inaccurate, principals/designees should use SESIS to confirm what is listed on the student's IEP for this school year. If the promotion criteria in SESIS and RPCR match, no action should be taken.
- If the promotion criteria in RPCR and SESIS do not match for this school year, contact your academic policy, performance, and assessment lead (APPA) or your academic policy managers (APMs) by January 22.
- If a student should be held to promotion criteria that are different from their IEP, then their IEP should be amended by January 31 using the Special Education Standard Operating Procedures Manual (SOPM) guidance.

Process to Correct Inaccuracies for ELLs: Promotion criteria for ELLs are calculated based on the number of years students have been enrolled in the United States school system (UYRE). Errors on UYRE in ATS can be corrected by schools in ATS using the guidance in Appendix A of the Promotion Implementation Guide.

For information on promotion for students with disabilities, review the Promotion Policy for Students with Disabilities in Grades 3 to 8 InfoHub page. For general information on promotion, review the Promotion Implementation Guide, the Promotion in Doubt InfoHub or the ATS wiki.
For questions, contact your academic policy, performance, and assessment lead (APPA) or your academic policy managers (APMs).