



Jordan Middle School
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Jordan Middle School Course Placement Appeals Process

Honors, accelerated, and intervention courses have entrance criteria to ensure proper rigor and placement for students. This criteria can be found in the Jordan Middle School registration guide or at: <https://www.jordan.k12.mn.us/Page/288>

Appeals will only be considered for students who are very close to the criteria. Completed forms must be returned to your school's main office by the first day of school, so that the building administrators can review the student's file in a timely manner. Students and families will be notified in writing of the appeal decision.

Math Appeals

- Students must test out of the pre-requisite course using an end of course assessment in order to advance.

Appeals in ALL Other Disciplines

- If not initially invited into the course by initial identification, the student and parent(s) must...
 - Complete written Appeal Request Form (see next page) and return to the appropriate school office by the first day of school.
 - Forms received after that date may not be considered.
 - Building Administration reviews student's file (with the Director of Curriculum and Instruction, as needed), including...
 - Core Data (MAP and MCA test performance)
 - Other Supplementary Data, such as...
 - Subject-specific Grades and GPA
 - (i.e. Math GPA, Science GPA, etc., NOT overall GPA)
 - Work samples
 - Universal Screeners
 - Building Administration reviews student's file and supplementary data with parents. The Building Administrator will make final determination on ALL appeals and will inform parents by the first day of school.

OUR MISSION

Inspire a caring community to ignite
learning, innovation, and success for all!

Honors and academic support courses have entrance criteria. **Please review the criteria in the Registration Guide before completing this form.** Completed forms must be returned to your school's main office by the first day of school, so that the building administrators can review the student's file in a timely manner. Students and families will be notified in writing of the appeal decision.

Please Print Legibly

Student Name: _____ Student ID: _____

Building (in 2019-2020): _____ Grade (in 2019-2020): _____

COURSE APPEALING | *Please check the box next to any course into which you are requesting an appeal.*

Honors Math.....☐
Honors Reading/Language.....☐
RTI/Extra Math☐
RTI/Extra Reading☐

MATH APPEALS | *Students desiring to appeal into a more advanced math class must pass an end of course assessment of the preceding course. Please contact your school's counseling department or administration for additional information.*

Please briefly describe the rationale for requesting an appeal:

Signatures | We acknowledge reading this form entirely and our signatures indicate our understanding of the registration and appeals policies as presented in the Registration Guides, as well as our desire to appeal into the above identified course(s).

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____