

Promotion for Students with Disabilities

Actions for Schools

<p>Early October – late October</p>	<ul style="list-style-type: none"> - Attend training on the new promotion policy for students with IEPs and review new Promotion Policy for Students with IEPs. - Where possible given compliance timelines, we recommend that schools wait until their special education liaison has attended the FSC training before holding upcoming IEP meetings for students who currently have modified promotion criteria. - At the beginning of the school year, schools define the promotion benchmarks students must meet. Schools also determine the multiple measures that may be used to assess student progress toward promotion benchmarks. See the Promotion Implementation Guide or contact your academic policy and systems leads for information on setting promotion benchmarks and establishing multiple measures. - We are requiring that schools attend their special education liaison meeting to receive training and follow this new guidance for all regularly scheduled IEP meetings, while also considering reviews that may need to be expedited in order to move students to standard promotion whenever appropriate. A recommended order for prioritizing meetings is: <ul style="list-style-type: none"> o Review promotion criteria for students who had modified criteria for the 16-17 SY but met standard promotion criteria and ensure the IEPs for these students reflect standard promotion criteria. o Consider which students currently have modified promotion criteria who may be held to standard criteria. Review calendar of upcoming IEP meetings. Ensure this is discussed at the student’s next IEP meeting. o Work with your administrator to develop a schedule that is manageable yet ensures student IEPs will reflect appropriate promotion criteria as soon as possible. - Speak to your FSC if you would like additional training on the development of standards aligned annual goals or have questions about this policy.
<p>Mid-October through early November</p>	<ul style="list-style-type: none"> - Special Education Liaisons and Psychologists attend training and, following that training, share training with school staff (in particular the IEP team and all special education teachers, related service providers and administrators). - Following training, during IEP meetings: <ul style="list-style-type: none"> o Ensure that IEPs of students who should be held to standard promotion criteria reflect standard promotion criteria o If a student will be held to modified promotion, reflect modified promotion criteria based on progress toward appropriately rigorous annual goals in literacy and math on the IEP

	<ul style="list-style-type: none"> - As a reminder, all IEPs should reflect the appropriate supports and interventions that will be implemented to facilitate student progress and achievement.
Mid-November: Open School Week	<ul style="list-style-type: none"> - Ensure progress toward promotion benchmarks and annual goals is monitored using appropriate progress monitoring and existing progress reports in SESIS. - Schools hold parent-teacher conferences and send report cards home to provide notice to families of how students are progressing. This early notification provides an opportunity to review student work, discuss strategies and interventions, and clarify responsibilities in moving the student toward meeting promotion benchmarks. Schools should consider using this time to begin a conversation with families about promotion criteria and how to support students to move to standard promotion criteria, where applicable.
Mid-January/Mid-February	<ul style="list-style-type: none"> - Ensure progress toward promotion benchmarks and annual goals is monitored using appropriate progress monitoring and the existing progress reports in SESIS. - Schools send written notice (via promotion in doubt letters) to students and families who may be at risk of not meeting the promotion benchmarks for their grade level and promotion criteria (Note: see the Promotion Implementation Guide for specific dates).
January 31 st	<ul style="list-style-type: none"> - Before promotion in doubt letters are sent to families, check promotion criteria in ATS using the RPCR to ensure it matches the promotion criteria you have communicated to families and is on the IEP. - Promotion criteria for June 2018 decisions should be reflected in the IEP by January 31st. <ul style="list-style-type: none"> o For the 2017-18 school year only: for students who continue to require modified promotion criteria, but whose IEP meeting does not occur prior to January 31, 2018, IEP teams may wait until the next IEP meeting to reflect the change from percent of standards to annual goals for promotion decisions. In June, students will be promoted if they meet either the percent of standard or their literacy and math annual goals.
Spring	<ul style="list-style-type: none"> - Ensure progress toward promotion benchmarks and annual goals is monitored using appropriate progress monitoring and existing progress reports in SESIS. - Schools hold parent-teacher conferences and send home report cards to keep families and students aware of their progress and anticipated promotion decision.
May	<ul style="list-style-type: none"> - There may be students whose promotion criteria was not considered because they were recently referred or because they were not enrolled in a DOE school. By May 20th, promotion criteria must be finalized for these students.
May-June	<ul style="list-style-type: none"> - Ensure progress toward promotion benchmarks and annual goals is monitored using appropriate progress monitoring and existing progress reports in SESIS. - For annual goals that were developed during the school year and are not expected to be met until the date of the next annual review, review

	existing progress reports to determine if the student is on track to meet the goal(s).
June	<ul style="list-style-type: none"> - Principals enter promotion decisions for all students in ATS - Schools mail home June promotion decision letters to families
July	<ul style="list-style-type: none"> - Students who are retained attend summer school
August	<ul style="list-style-type: none"> - Principals enter final promotion decisions for students retained in June in ATS - Central prints and mails final promotion decision letters to families
Fall 2018	<ul style="list-style-type: none"> - For the few students who continue to require modified promotion criteria, IEPs must reflect the use of appropriately rigorous annual goals in literacy and math for promotion decisions. Percent of standards will no longer be allowed on IEPs as of December 2018.

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