

The Proficiency-Based Graduation Requirements Appeal Process

The Proficiency- Based Graduation Requirements Appeal Process provides students with a way to address decision(s) made relative to the Graduation Portfolio and The Senior Project. The Proficiency- Based Graduation Requirements Appeal Committee is comprised of the following individuals: an administrator, the Graduation by Proficiency Coordinator, a community member, two classroom teachers, and a special educator.

To appeal a decision the following process must be followed.

1. The student along with his/her parent or guardian completes the Appeal Form indicating the reason for the appeal. This form must be submitted within three school days of the decision the student is appealing.
2. The Graduation by Proficiency Coordinator sends a letter by mail home to the parent/guardian notifying them of the meeting. This meeting must occur within five school days of receipt of the student's request.
3. The student accompanied by his/her parent/guardian presents his/her request to the Appeal Committee.
4. The Appeal Committee renders its decision within one school day of the meeting. The Graduation Portfolio or Senior Project Coordinator will notify the student of the decision either in person or by telephone. A letter will be sent home stating the committee's decision.
5. Students and their parents not satisfied with the decision of the committee must appeal the decision to the Superintendent of Schools within three school days of the Proficiency- Based Graduation Requirements Appeal Committee's decision.