

## ACADEMIC POLICY

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

Beginning **January 6**, you or your designees should review the Promotion Criteria Report ([RPCR](#)) in ATS and identify 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 23**. The criteria listed in this column reflects a number of factors, including the student's grade level, information listed in their IEP in SESIS, and the number of years a multilingual learner/English language learner (ML/ELL) has been enrolled in a school in the United States. Please review the following procedures to escalate inaccuracies in promotion criteria for students with IEPs and MLs/ELLs.

#### **Process to Escalate Inaccuracies for Students with IEPs:**

- If the promotion criteria listed in [RPCR](#) are inaccurate, you or your 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. Students must be held to the promotion criteria listed in their IEP at the time promotion-in-doubt (PID) decisions are made.
- If a student's IEP team has identified through multiple data measures that a student should be held to promotion criteria different than what is listed in the current IEP, then the appropriately constituted IEP team, which includes the parent, should meet to determine if amending the promotion criteria is appropriate and update the IEP accordingly by **January 31**. Schools should reference the [SOPM](#) for guidance on conducting IEP meetings.
- If the promotion criteria in RPCR and SESIS do not match for this school year, contact your [academic policy, performance, and assessment specialist](#) (DOE-login required) by **January 23**.

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

For information on promotion for students with disabilities, review the [Special Education Office's promotion page](#). For general information on promotion, review the [Promotion Implementation Guide](#), the [Promotion in Doubt InfoHub page](#), or the [ATS wiki](#).

For questions, contact your [academic policy, performance, and assessment specialist \(APPA\)](#) (DOE-login required).