Promotion in Doubt Timeline

Task Type	Task	Start Date	End Date	System	Function	School Type	Support	Details
Promotion	**Review promotion criteria**	07 Jan 2022	28 Jan 2022	ATS	**RPCR**	School With Students Grades 3-8	[Academic Policy and System Lead](#)	Review the Promotion Criteria Report (RPCR) in ATS and the promotion criteria listed on a student's IEP in SESIS to ensure promotion criteria is accurately reflected in ATS. Escalate promotion criteria errors in ATS to your Borough Office. For more information about the PID policy, process, and calendar, see the [Promotion Implementation Guide](#) and the [Promotion in Doubt page](#) on the InfoHub. For support, contact your [academic policy and systems lead](#).
Promotion	**Identify students whose promotion is in doubt**	24 Jan 2022	04 Feb 2022	ATS	**UPID** *	All Schools	Academic Policy and System Lead	Students cannot be flagged as Promotion In Doubt (PID) past February 4.
Promotion	**Print promotion-in-doubt letters and mail to families**	31 Jan 2022	15 Feb 2022	ATS	**PIDL** *	All Schools	Academic Policy and System Lead	Generate letters for students identified as PID. Letters must be sent home by February 11, per [Chancellor's Regulation A-501](#).
Promotion	**Last day to change promotion criteria on existing IEPs**		31 Jan 2022	SESIS		School With Students Grades 3-8	Academic Policy and System Lead	Deadline to change promotion criteria for students with existing IEPs in order for the promotion criteria to apply to 2021-22 promotion decisions.

Task Type	Task	Start Date	End Date	System	Function	School Type	Support	Details
Promotion	**PID letters display in NYCSA**		16 Feb 2022	NYCSA		All Schools	Academic Policy and System Lead	

From the P-digest

Complete the Promotion-in-Doubt Process

The promotion-in-doubt (PID) process requires schools to formally notify families, in writing, that their child is at risk of not meeting promotion benchmarks and may be retained in the same grade for the next school year, per Chancellor's Regulation A-501. The mid-year PID notification enables schools and the student's family to plan for the necessary supports and interventions, to help the student meet promotion benchmarks by June. The PID process applies to all students in grades K–12. Please review the following instructions regarding the PID process and take appropriate action:

PID Process for All Students: Principals or their designee must designate students as PID using the Update Promotion in Doubt (UPID) function in ATS, between **January 24** and **February 4**. When designating a student as PID, schools must indicate if the student is at risk of not meeting promotion benchmarks in English language arts (ELA)/English as a new language (ENL), and/or math. For students in grade 8, including those held to modified promotion criteria, schools must also indicate the core subjects (ELA, math, science, social studies) that PID students are at risk of not passing in June. The PID decisions must be made based on a student's promotion criteria at the time the decision is made.

Generating PID Letters and Notifying Families: Once a student is designated PID in ATS, schools must use the Promotion in Doubt Letter (PIDL) function in ATS to generate PID letters, starting **January 31**. Schools must send PID letters to families using one of the following options by **February 15**:

1. Print PID letters and mail them to the parent/guardian address; or
2. Email PID letters to families.

Note that schools who opt to email letters, should use the corresponding [cover email](#) found on the [Promotion in Doubt Infohub page](#); the letter will be added to the page by **January 24**. Schools must prepare the email to the parent/guardian by copying and pasting the cover email into the body of the email. The parent's email address must be verified, and the email must be encrypted, as described in the [Guidance for Sharing Students Records with Families](#). Schools should attach the student-specific PID letter to the email, and send the email with the goal of receiving a response by the deadline stated on the [Promotion and Summer School Operations wiki page](#). For further guidance on emailing and mailing letters, schools can refer to the [PIDL wiki page.](#)

PID Letters Available in NYSCA and Student Profile: Beginning **February 16**, PID decisions and letters will be available in NYC Schools Account (NYCSA) and Student Profile. Please note that PID letters will display in NYCSA and Student Profile, only if schools completed PIDL in ATS. Note that schools cannot use NYCSA as the only means of communicating to families; they must also email or mail the PID letters, as previously outlined, by **February 15**.

For information on promotion criteria, promotion policy, related systems, and the PID calendar, see the [Promotion Implementation Guide](#), visit the [Promotion in Doubt InfoHub page](#), or review the [ATS wiki](#). For questions, contact your BCO [academic policy and systems lead](#).