Policy 513.3 - Advanced Grade Placement
Procedures

1. A parent or staff member may make a written request to the building principal for
student to be advanced a grade.

2. Upon receiving the written request, the principal and psychologist will conduct an
interview and information sharing session with the parents.

3. The principal and the psychologist will observe the child in various settings
throughout the school day.

4. Contact will be made with the parent(s) on the information gathered up to this point.
The principal and school psychologist will make a determination as to whether the
assessment should continue.

5. If the decision is made to continue with the assessment, the district shall have 30
school days to complete the assessment and the following specific criteria will be
used:

   • Intellectual functioning that places the child at or above the 95 percentile in
     comparison to his/her peers. One of the following assessments would be given:

     | Test                     | Score Needed |
     |--------------------------|--------------|
     | Stanford Binet: Fourth Edition | 127          |
     | WISC III                 | 125          |
     | WPPSI-III                | 125          |

   • Academic achievement: Academic functioning that places the child at or above
     the 95th percentile in comparison to his/her peers using the Woodcock-Johnson
     Psychoeducational Battery III, Tests of Achievement (age norms will be used).

   • Social/Emotional maturity: This will be rated by the school and the homes using
     a national normed assessment such as the “Social skills Rating System” or the
     “Adaptive Behavior Assessment System”. The score needed must place the child
     at or above the 95th percentile in comparison to his/her peers.

   • The child’s classroom teacher will provide a written statement of child’s standing
     in classroom, both academic, emotional and social functioning.

   • The school psychologist will conduct an interview with the student.

6. The principal, school psychologist and classroom teacher will work together using the
data to arrive at a decision in regards to the request.

7. Criteria must be met to honor a request for advanced grade placement. A written
report will incorporate results of assessments, including teacher input and the
interview with the student. Also, included in this written report will be the rationale
used in forming the decision.
8. A meeting will be held with the principal, psychologist, classroom teacher, and parents for the purpose of sharing the results of the assessments and the decision.

9. The written report will include the names of team members and signature of parents. This report will be kept in the student’s cumulative file.

10. If parents disagree with the decision, they can re-request advanced grade placement in one year. The parents shall schedule the re-evaluation with a licensed psychologist of their choice at no cost to the district. The final decision shall rest with the Superintendent of Schools.