

DOCUMENTATION OF EXIT DECISION

Student \_\_\_\_\_ Teacher \_\_\_\_\_

Grade/primary grouping \_\_\_\_\_ School year \_\_\_\_\_

A conference was held on \_\_\_\_\_ to review the performance of this student against the standards set forth in the Squires Exit Criteria adopted and revised by the Squires SBDM Council on February 6, 2007. The following assessment results were considered:

T-PRO (reading) \_\_\_\_\_ MAP (reading) score \_\_\_\_\_ MAP (math) score \_\_\_\_\_

DRA \_\_\_\_\_ Learning Check Math score \_\_\_\_\_ Learning Check Reading score \_\_\_\_\_

Everyday Math score \_\_\_\_\_ Writing portfolio score \_\_\_\_\_ Other criteria \_\_\_\_\_  
(For "other criteria" please indicated "M" for met, "U" for unmet)

Was the Intervention Plan reviewed? (circle one) Yes No

If the answer is "no", explain the reasons: \_\_\_\_\_

Was the Intervention Plan updated? (circle one) Yes No

Based on this information, the following conference results were obtained:

Option 1: \_\_\_\_\_ This student did not meet established exit standards. Another year at level will be provided.

\_\_\_\_\_  
Parent(s) signature                      Date                      Teacher's signature                      Date

Option 2: \_\_\_\_\_ This student did not meet established exit standards. However, compelling evidence is present to set aside the Exit Criteria and place the student in the next level.

Important: A letter listing these compelling reasons is to be attached to this form.

\_\_\_\_\_  
Parent's signature                      Date                      Teacher's signature                      Date

Option 3: \_\_\_\_\_ This student did not meet the established exit standards. The parent(s) or teacher disagree with the recommendation to provide an additional year at level. An appeal will be made per the SBDM Exit Criteria policy.

\_\_\_\_\_  
Parent's signature                      Date                      Teacher's signature                      Date

Distribution: Parent, teacher, office, cumulative folder.

**Squires Elementary School  
Lexington, Kentucky**

**Policy Number 1.2  
Policy Area: Exit Criteria**

**DOCUMENTATION PROCESS FOR EXIT CRITERIA**

Parents of students not meeting exit standards following the May reading and math assessments will be informed by the end of the day on May 15. If both teacher and parent(s) agree that an additional year at level is required, the appropriate area will be checked on the “Documentation of Exit Decision” form. Copies of all documentation shall be provided to the parent(s), the teacher, the school office, and placed in the cumulative folder

Teachers and parent(s) will consider the total picture provided by assessment data, grades (where appropriate), and classroom performance. Based on this information, one of the following decisions shall result from a parent/teacher conference.

1. Assessment data confirms that the student needs another year at the present level to develop necessary skills/competencies. If both parent(s) and teacher agree, the appropriate area will be checked on the “Documentation of Exit Decision” form, with required signatures provided. Copies of all documentation will be provided to the parents, the teacher, the school office, and placed in the cumulative folder.
2. Multiple data sources indicate that the student needs another year to develop necessary skills/competencies, however, both teacher and parent(s) provide compelling reasons to set aside the Exit Criteria for this student. Examples of such reasons may include: a student who is an English learner, a student with an Individual Education Plan, a student who is performing acceptably with modifications to the best of their cognitive ability, a student who has shown exceptional growth, a student who is marginal but will be continuing academic services through the summer, etc. The appropriate area will be marked on the “Documentation of Exit Decision” form. A letter will be drafted which lists the specific reasons the Exit Criteria is being waived. This letter should also include strategies, methods, or materials found to be effective for this student. Copies of all documentation will be provided to the parent(s), the teacher, the school office, and placed in the cumulative folder.
3. Multiple data sources indicate that the student needs another year to develop necessary skills/competencies. The parent(s) or teacher disagrees with the recommendation for an additional year at grade level. The appropriate area will be marked on the “Documentation of Exit Decision” form. A letter of appeal will be drafted by the dissenting party. This appeal will be submitted in writing to the principal prior to the last day of the current school year for students. The appeal shall include all information considered relevant to waive the Exit Criteria.

### **EXIT CRITERIA APPEALS PROCESS**

1. A date for the appeals conference shall be set within two weeks of the receipt of the request for appeal.
2. The appeals committee shall include the principal, a school psychologist, and a central office curriculum specialist.
3. The teacher and the parent(s) may attend the meeting to provide information or clarify issues.

Per the SBDM Exit Criteria, the decision of the Appeals Committee will be the final placement decision.