

In the school year 2013–14, the New York City Department of Education (NYCDOE) adjusted the way we make decisions about promoting students in grades 3 through 8 to the next grade. These changes ensure that students' scores on New York State English and math tests are no longer a primary factor in promotion decisions. Instead, schools base promotion decisions on a variety of measures of student progress, which may include report cards, samples of student writing, projects, assessments, assignments, and other student work alongside State tests. If your child has an Individualized Education Plan (IEP) or is an English Language Learner, talk to your child's school about how this process applies.

## Promotion Process and Timeline

### May – Early June:

Schools complete promotion portfolios for students who may not be ready for the next grade level based on student work and assessments from throughout the school year.



### Mid June:

Families of students who are not promoted receive written notice that includes their child's summer school start date and location.



### Mid-August:

At the end of summer school, principals make final promotion decisions based on whether students' portfolios and summer school work demonstrate readiness for the next grade level.

### Last week of August:

Families may appeal promotion decisions by submitting a written appeal to their child's principal.



### Early June:

Principals make promotion recommendations based on the English language arts and math skills demonstrated in each student's portfolio.

Students in grade 8 are also required to pass their English, math, social studies, and science courses to be promoted.



### July:

Students who were not promoted in June attend summer school.



### Mid-August:

Families of students not promoted in June receive a final promotion decision letter in the mail.



### Early September:

First day of the new school year

## Does my child's school have the correct address for my family?

If your child is not promoted in June, a final August promotion decision letter will be mailed to the home address listed your school has on file for you. To ensure that you receive this letter, make sure your contact information is up-to-date with your child's school.

## Frequently Asked Questions

### How do schools make promotion decisions?

Promotion decisions are made by each school principal based on multiple measures of student readiness for the next grade level in English and math.

- First, teachers review student work from throughout the school year to identify students who may not be ready for the work of the next grade in English language arts and/or math, even with support. Students whose work shows that they are ready for the next grade are promoted by the principal in June.
- Next, teachers complete promotion portfolios for students whose work shows that they may not be ready for the next grade, even with support. The teacher scores the portfolio using DOE guidelines. The principal makes the promotion decision based on the portfolio results.

If a student is not promoted in June based on his or her portfolio results, he or she is recommended for summer school. At the end of summer school, the school completes another review of student work, and the principal makes the final promotion decision.

### How do schools determine which students complete promotion portfolios?

Schools complete promotion portfolios for students whose work shows that they may not be ready for the next grade. This can be based on report card grades, student writing samples, projects, assessments, assignments, and other work chosen by the school. State test results may be one of several factors schools use to determine which students complete a portfolio, but they may not be the only factor.

Schools do not complete portfolios for students who have demonstrated sufficient progress in English and math based on their work throughout the school year. The principal promotes these students in June.

### What is a promotion portfolio?

The DOE's promotion portfolios include standards-based assessments and classwork. The assessments included in the portfolio align to the Common Core Learning Standards and focus on determining whether students are ready for the work of the next grade in English language arts and math.

- The English language arts portfolio includes writing samples and assessments of reading accuracy and reading comprehension.

- The math portfolio includes one-on-one and independent math assessments and classwork focused on the major work of the grade.

### If a student receives a low score on the State test(s), or did not take the test(s), must he or she complete a portfolio?

Not necessarily. Schools may use State test results as one of several factors to determine which students complete a promotion portfolio. If a student's work demonstrates that he or she may not be ready for the work of the next grade, even with support, the teacher completes a promotion portfolio to determine whether the student has made enough progress in English language arts and math.

### How is time in summer school used?

Summer school is intended to provide enriching learning experiences that support students in developing the skills and knowledge needed for the next grade level. The DOE has eliminated the test typically given on the last two days of summer school. Instead, at the end of the summer, schools complete an additional review of students' portfolios alongside their summer school work and assessments. Students must meet the required promotion benchmarks to be promoted.

Summer school provides an opportunity for students to complete additional work that can be added to their portfolio for August promotion decisions. If your child cannot attend summer school, you may still submit a written appeal to the principal by the end of August. The superintendent reviews the principal's decision and makes a final determination. Not attending summer school will limit a student's ability to supplement their portfolio in advance of a superintendent review.

### What can I do if I am not satisfied with the final promotion decision for my child?

If you are not satisfied with the promotion decision, you may submit a written appeal to your child's principal at the end of August. The appeal will be reviewed by the superintendent, who makes the final decision.

**FOR MORE INFORMATION:** Call 311 or visit <http://schools.nyc.gov/ParentsFamilies>