

WEST ESSEX REGIONAL SCHOOL DISTRICT
West Greenbrook Road, North Caldwell, NJ 07006

David B. Montgomery
Principal Middle School

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February 21, 2011

Dear Parent/Guardian,

Included with this letter are your child's academic course level recommendations and his/her elective course choices.

With respect to your child's elective course choices, no course elective change will be entertained after March 31st.

This deadline is designed to accurately identify the number of students and, consequently, the number of class sections needed to complete the master schedule. Entertaining changes after March 31st will increase class sizes and impose unworkable changes to the master schedule. Please contact Mrs. Imhoff, your child's guidance counselor, in writing to change electives before March 31, 2010.

Your child's academic course placement recommendations were completed by your child's current academic teachers. If you believe your child should receive a different placement, you may appeal the placement by completing the Grade Seven into Grade Eight Middle School Request for Appeal form. This form can be accessed on the district website, www.westex.org. Once there, go to the middle school web page, click on Guidance and Student Services and scroll to Course Placement Information. Appeal forms must be completed and returned to Mrs. Imhoff no later than March 31, 2011. **No appeals will be entertained after March 31st.** Appeal decisions will be completed by the department supervisor by April 22, 2011 and parents will be notified in writing of the results.

To understand the complete middle school appeal process, please refer to the Course Placement Information found on the middle school web page. The initial placement criteria as well as the full appeal process will be explained in detail. For parents wishing to offer their child every opportunity to qualify for a level one placement, a two week summer school program, to be paid for by parents, **may** be offered at West Essex during the month of August in Math and Language Arts. Parent interest will determine if this summer program will be implemented. If the courses run, MAP assessments will be administered at the program's conclusion to determine if a student has achieved the scores necessary for level one placement. **In order to gauge interest for this summer program, please complete the survey found in Course Placement Information and return to the Middle School Guidance Office, care of Pat DiChiara, no later than May 6, 2011.**

Hopefully, this letter has outlined the parent's role in the process of changing course electives and appealing course level placements. Please adhere to this process and all deadlines contained in this letter.

Sincerely,

David Montgomery
Principal

GRADE SEVEN INTO EIGHT ACADEMIC COURSE PLACEMENT PROCESS

COURSE	INITIAL PLACEMENT: Parents receive February 28, 2011	FIRST APPEAL: Appeal due 3/31/11 Notification by 4/22/11	SECOND APPEAL: Appeals due 5/6/11 Notification by 9/1/11
ENGLISH 8-1	TEACHER RECOMMENDATION	WINTER MAP \geq 230	NJ ASK 7 \geq 240 MAP R \geq 230
ENG. 8-2	TEACHER RECOMMENDATION	WINTER MAP \leq 229	NJ ASK 7 \leq 239 MAP R \leq 229
READING 8-1	TEACHER RECOMMENDATION	WINTER MAP \geq 230	NJ ASK 7 \geq 240 MAP R \geq 229
READING 8-2	TEACHER RECOMMENDATION	WINTER MAP \leq 229	NJ ASK 7 \leq 239 MAP R \leq 229
SOCIAL STUDIES 8-1	TEACHER RECOMMENDATION	WINTER MAP \geq 230	NJ ASK 7 \geq 240 MAP R \geq 229
SOCIAL STUDIES 8-2	TEACHER RECOMMENDATION	WINTER MAP \leq 229	NJ ASK 7 \leq 239 MAP R \leq 229
MATH 8 ALGEBRA	TEACHER RECOMMENDATION	ALGEBRA READINESS \geq 47 WINTER MAP M \geq 245	ALGEBRA READINESS \geq 47 NJ ASK 7 M \geq 250 MAP M \geq 247
PRE-ALGEBRA 8	TEACHER RECOMMENDATION	ALGEBRA READINESS \leq 46 WINTER MAP M 226 - 244	ALGEBRA READINESS \leq 44 NJ ASK 7 206 - 249 MAP M 228 - 246
PRE-ALGEBRA EXTENDED	TEACHER RECOMMENDATION	WINTER MAP M \leq 225	NJ ASK 7 \leq 205 MAP M \leq 227
SCIENCE 8-1	TEACHER RECOMMENDATION	WINTER MAP M \geq 243	NJ ASK 7 M \geq 243 MAP M \geq 245
SCIENCE 8-2	TEACHER RECOMMENDATION	SPRING MAP M 226 - 242	NJ ASK 7 M 200 - 242 MAP M 228 - 241
SCIENCE 8-2 ADAPTED	TEACHER RECOMMENDATION	SPRING MAP M \leq 225	NJ ASK 7 M \leq 199 MAP M \leq 227

Grade Seven into Grade Eight
Middle School Request for Placement Appeal

*****Appeal decisions will be made after March 31, 2011. Parents will be notified by mail of final decisions.**

Student Name: _____ To: (check appropriate department)
Parent Name: _____ English
Address: _____ S.S./Wld. Lang.
_____ Science
_____ Math/Business
Phone Number: _____ VPA/Prac. Arts
Counselor Name: Mrs. Theresa Imhoff Case Manager: _____

Please review the placement for my child as follows:

Current Grade level: Grade 7

Recommended Course: _____ Recommended Level: _____

Desired Course: _____ Desired Level: _____

Parent's rationale for the course appeal: (Please continue on back if necessary)

Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____
Counselor Signature: _____ Date Submitted: _____

***Appeals are granted or denied based on class grades, teacher recommendations, standardized test scores, student artifacts as well as other relevant data.