

## Level II

# Frequently Asked Questions About Level II/Superintendent Level Appeals for Secondary Magnet Application Programs

### 1. Who can submit a Level II/Superintendent Level appeal?

For a Level II/Superintendent Level appeal to be reviewed, it must first go through the Level I/Program Level appeal process.

### 2. What is the purpose of a Level II/Superintendent Level appeal?

#### ***When an Applicant Continues to Not Be Selected for a Program as a Result of the Level I Appeal***

If a student is not selected for a program and is not placed in the wait pool for the program, the student and/or the parent/guardian may appeal the decision to the deputy superintendent. Appeals must be made in writing and must be received by the office of the deputy superintendent by the date indicated in the notification letter. The purpose of the appeal is to request that the applicant's file be reviewed by a new committee because of one of the conditions described below:

- There was an error in the information submitted to and reviewed by the Level I appeals committee.
  - *Example: A grade on a report card was reported incorrectly. The appeal is used to provide an updated, corrected report card.*
- There is new information available about the applicant that was not available at the time of the Level I appeals committee.
  - *Example: An updated report card demonstrates substantial improvement from the first quarter. The appeal is used to demonstrate an applicant's growth over time.*
- There is a hardship or unique circumstance that was not shared with Level I appeals committee.
  - *Example: During the first quarter marking period, the student experienced a family hardship that affected his/her academic performance. (Parent describes). The appeal is used to explain how that circumstance may have negatively impacted the student's academic progress for that marking period.*

#### ***When an Applicant Is Selected for the Wait Pool for a Program***

If a student is placed in the wait pool for the program, his/her application file will be automatically reviewed by the Level I Appeals Committee to fill any vacancies in the program after the acceptance deadline. A separate appeal is not required, but the student and/or parent/guardian may submit additional information to the program coordinator if it meets one or more of the conditions listed above.

### 3. Who reviews the Level II/Superintendent Level appeal? What factors are considered?

On behalf of the deputy superintendent, the Division of Consortia Choice and Application Program Services (DCCAPS) assembles an appeal committee. Members of the original selection committee and the Level I appeals committee do not participate on the Level II appeals committee. The Magnet Program Coordinator does not have input on which Level II appeals are approved or denied. For each appeal, the committee reviews all of the information considered by the original selection committee and the Level I appeals committee, as well as the new information submitted with the Level II appeal. Because committee members review each applicant's entire file, it is NOT necessary to resubmit items that were included with the original application or with the Level I appeal.

### 4. What are the possible outcomes of an appeal?

***An appeal may be denied.*** For a student in the wait pool or a student not selected for the program, this means that there is no change in his or her status.

***An appeal may be approved.*** For a student in the wait pool, this means the student would be invited to the program. For a student who was originally not selected, this means the student would be placed in the wait pool.

### 5. If I am dissatisfied with the outcome of the Level II/Superintendent Level appeal, what are my next steps?

There is a Level III/Board of Education Level appeal process. Information about next steps will be included in the appeal response letter.