



Student Placement Services

1250 W Broadway Ave
Minneapolis, MN 55411
Phone: 612.668.1840
Fax: 612.668.1841

Protocol and Procedures for High School Placement Appeals – 2018-2019 Academic Year

The Office of Enrollment Management and Student Placement makes every effort to honor a student's 1st-choice high school, yet particular schools or programs have limited enrollment capacity. High school placement appeals are carefully considered when unusual or special circumstances exist. Any family who would like to appeal their student's high school assignment, **may appeal their original 1st-choice school request based on the criteria listed below.** Decisions of the Appeals Committee (2 Student Placement reps; 1 Associate Superintendent; 1 Principal; 1 Language Specialist and 1 Counselor) are final.

Appeals will be considered in the following situations:

- *Academic*
 - Student has been studying a specialized course for a number of years that is not offered elsewhere including online. The appeal must clearly show the student's current level of involvement in the specialized course, not just an interest. You must provide supporting documentation (i.e. – transcripts, etc.).
- *Personal/Social*
 - School staff provides documentation of extraordinary ongoing personal and/or safety issues that could adversely impact a student's capacity to thrive and succeed in the assigned school setting.

Appeals will not be considered for the following reasons:

- Perceived reputation of a school's climate and academic rigor.
- Staying connected to friends and peers.

All students/families who wish to appeal their high school placement must take the following steps:

1. Complete the enclosed appeal form.
2. Fill out the form completely – include specific reasons for the request and all required signatures.
3. Return the completed form to:
Student Placement Services, Attn: High School Placement, 1250 W Broadway Ave., Minneapolis, MN 55411
SPS.department@mpls.k12.mn.us
4. Appeals must be received by Student Placement Services **on or before April 20, 2018.**

Important to Know:

1. Notification of final appeals decisions will be provided to families and schools (current school, assigned high school and new high school, if appropriate) on May 4, 2018.
2. Student Placement Services strongly recommends that students register at their current assigned high school/program while the appeal is being considered.
3. Please contact Student Placement Services at 612.668.1840 with any lingering questions.

Minneapolis Public Schools
2018-19 High School Placement Appeal Form

Appeals must be received by Student Placement Services on or before April 20, 2018.

Student Last Name: _____ Student First Name: _____
MPS ID: _____ Date of Birth: _____
Current School: _____ Daytime Phone: _____
Parent Name: _____ Evening Phone: _____
Home Address: _____ Parent Email: _____

Has there been a change in your home address since we received your initial high school request?
 Yes No

Please list the three high schools/programs listed on the student’s initial high school request form:

1) High School: _____ 2) High School: _____ 3) High School: _____
Program: _____ Program: _____ Program: _____

Please list the high school/program being requested for this appeal:

1) High School: _____ Program: _____

PLEASE EXPLAIN THE REASONS FOR THE HIGH SCHOOL PLACEMENT APPEAL:

For example:

- Are there special circumstances you would like considered?
- Is there a unique academic, social-emotional circumstance you believe should be considered?

Attach additional paper (no more than one page) or supporting documentation from current school if needed.
Note: Letters of recommendation from schools will not be considered.

Parent/Guardian Signature	Date	Student Signature	Date
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SPS USE ONLY: Special Ed. Fed. Set. _____ EL Committee Decision: **APPROVE** **DECLINE**

Attendance Area School: _____