INDIANA STATE BOARD OF EDUCATION

2018-2019 A-F Accountability Appeal Procedures

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1. **General A-F Appeal Information**

   a. Preliminary, embargoed 2018-19 A-F letter grades are currently available at https://accountability.doe.in.gov.

   b. Per 511 IAC 6.2-10-11, a school or corporation may appeal its accountability category placement based on relevant objective factors that demonstrate annual assessment data do not accurately reflect the school's performance. Objective factors include errors in data, significant demographic changes in the student population, or other significant issues including, but not limited to, errors in the application of 511 IAC 6.2-10.

   c. Pursuant to a Memorandum of Understanding, requests for an appeal of a school's preliminary A-F letter grade will either be forwarded to the Indiana Attorney General to be addressed by a hearing officer, or be addressed by State Board staff acting as a hearing officer.

   d. Appeal requests may be submitted through the online portal at https://accountability.doe.in.gov beginning February 14, 2020.

   e. All requests and supporting documentation must be submitted to the online portal and received by the Indiana Department of Education ("IDOE") not later than **11:59 pm EST** on February 24th, 2020.

   f. Schools that submit an appeal under these guidelines that is received prior to **11:59 pm EST** on February 24th, 2020, will continue to have their preliminary A-F letter grade embargoed until a proposed determination is issued by a hearing officer and the Indiana State Board of Education ("Board") takes official action regarding the hearing officer's determination.

   g. After the Board officially places schools in A-F letter grade categories for the 2018-19 school year, schools will have another opportunity to submit an appeal based on a school's assertion that its annual assessment data does not accurately reflect the school's performance, or other significant issues. Such appeals must submitted through the online portal at https://accountability.doe.in.gov, and be received not later than **11:59 pm EDT** on March 27th, 2020. Schools that submit a request after the Board officially places schools in A-F letter grade categories for the 2018-19 school year will not have their A-F letter grade embargoed while the appeal is considered.

   h. Schools may only appeal issues regarding the State accountability system; appeals will not be considered for the Federal accountability system

2. Submission Requirements

a. Schools must submit an appeal request via IDOE Online Portal: https://accountability.doe.in.gov. Only requests submitted via the IDOE Online Portal by the stated deadlines will be considered.

b. Any appeals received by post, email or fax will not be accepted.

c. Only one request for review may be submitted per school.

d. An appeal request must include a statement of why the school is appealing its letter grade and may include supporting documentation the school deems relevant to its appeal request.

e. Each piece of supporting documentation that relates to a specific student must be clearly labeled with the student's STN and first/last name to be considered.

f. Schools will be contacted if there are one or more issues identified during the submission process.

3. How to Submit an Appeal Request

a. STEP ONE: Review Report Card Rosters at https://accountability.doe.in.gov.

   i. Use DOE Online username and password to login.

   ii. User must have corporation administrator role (traditional & charter public schools) or school administrator role (nonpublic schools) to access report card roster.

   iii. Please contact schoolaccountability@doe.in.gov if you need assistance.

b. STEP TWO: Complete Required Documentation

   i. Statement of Grounds for Appeal

      1. Schools/corporations must provide a document that outlines why the school/corporation is appealing its letter grade.

   ii. Supporting Documentation

      1. Schools/corporations may submit any supporting documentation deemed relevant to the grounds for appeal to assist the hearing officer with the appeal review.

c. STEP THREE: Complete Online Request for Review Form

   i. Login to https://accountability.doe.in.gov.

   ii. Create "New Review Request"

      1. Click "A-F Appeal Request" button then "Create New A-F Appeal" button
      2. Review instructions, corresponding documentation and deadline information
      3. Select "school" or "corporation" depending on request
      4. Select the applicable "grounds for review"
      5. Populate the description area with a brief overview of the request

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6. Review completed fields for accuracy then click "Continue"
7. Upload applicable files and supporting documentation
8. Ensure all files uploaded then click "Continue"
9. Verify all information, and use "Back" button to correct information as needed

iii. Submit Request for Review

1. Click to affirm that the Superintendent or School Leader approves of the submission
2. By clicking the "Submit" button, the submitter certifies the request is accurate and complete
3. Additional changes cannot be made following the submission of the request

4. Appeal Review Process

a. Unless otherwise requested by the school/corporation, the hearing officer will conduct a document review, which will consist solely of a review of all documentation submitted by the school.

b. If a school wishes to appear before the hearing officer and present evidence in support of the school's review of its preliminary A-F letter grade based on other significant issues, the school must request an in-person hearing at the time the school request the review. Additionally, the hearing officer may determine that an in-person hearing is necessary regardless of whether the school submits such a request to the hearing officer.

c. The hearing officer will issue all notices regarding the manner in which the proceedings will be conducted.

d. Except as otherwise described herein, reviews will be conducted under the rules of the Administrative Orders and Procedures Act (IC 4-21.5).

e. Upon receipt of hearing officer's proposed findings, a school/corporation may file an objection no later than ten (10) calendar days from the date the school receives the proposed determination.

f. An objection must be submitted in writing and must state the legal and/or factual basis for the objection.

g. The objection must be submitted to the Indiana State Board of Education at the following email address: Applications@sboe.in.gov.

h. The proposed determinations of the hearing officer and the submitted objection, if any, will be brought before the Board for final determination.

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