

Paragraph for Board Memo:

Diane Rado, Chicago Tribune requested the following records: “1.The names/types of courses for which a placement process is used to enroll incoming freshmen, usually “core” courses such as English and math. Not all courses involve a placement process.2.The names of any and all tests used in the placement process. 3.The precise cut off scores on each of the tests that determine the type/level of courses in which an incoming freshman will be placed, such as honors or general courses. For example, a student might need a 25 on the English subtest of the EXPLORE test to be placed in an honors English course. 4.A description of any specific, additional factors that go into the placement process, such as grades and teacher recommendations. If teacher recommendations are used, how often? 5.Any and all information given to parents that explains the level or rigor of the courses in which an incoming freshman is placed. If a school labels courses in a different way than the state’s categories – remedial, general, enriched, honors -- please provide the names of those labels at the local level, and state whether parents are provided these labels. Please state whether a high school still offers remedial courses -- some districts have eliminated the remedial designation and combined it with the designation for general classes. 6.Any forms used to allow parents to appeal and change a placement decision by the school. If appeals/waivers are not allowed, please state that. If the appeals/waivers are limited in any way, such as allowing a student to go up one level in course rigor, but not two or more, please state that. Please provide a blank waiver/appeal form. 7.The number of appeals/waivers **requested** by parents or guardians of incoming freshmen, by subject, for each of the following school years, 2014-15, 2015-2016 and 2016-17, and the number of appeals/waivers **approved** by each high school for each subject involved. **Please provide this information for each high school in the district.** 8.The number of appeals/waivers **requested** by parents or guardians of sophomores, juniors and seniors, by subject, for each of the following school years, 2014-15, 2015-16 and 2016-17, and the number of appeals/waivers **approved** by each high school for each subject involved. Please provide any other information about how the placement process works for sophomore, junior and senior students. **Please provide the appeal/waiver information for each high school in the district.”**

This FOIA request was received August 5, 2016, and initially responded to on August 11, 2016. The requester asked for additional information, which we agreed to provide by August 18. The FOIA was responded to on August 17, 2016. It took three District employees a total of 4.35 hours (\$206.03) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).