



Examination High School Admission Appeal Process Packet

This Admission Appeal Process Packet should be completed by the parent/guardian only when an admission appeal is warranted for Grade 8 students who may or may not have participated in the Examination High School process. Please keep a copy of all materials submitted for your records. Submitted documents will not be returned.

Office of Research, Evaluation and Assessment

PLEASE CONTACT THE SCHOOL(S) OF YOUR INTEREST FOR SUBMISSION DATES AND GUIDELINES.

Cass Technical High School	263-2000
Renaissance High School	416-4600
Martin Luther King, Jr. Senior High School	494-7373

Teresa N. Gueyser, Esq.
Acting General Superintendent

DETROIT PUBLIC SCHOOLS

Office of Research, Evaluation and Assessment
Albert Kahn Building
7430 Second Avenue, Suite 100
Detroit, Michigan 48202
(313) 873-6601 FAX: (313) 873-6446

April 2009

Dear Parent or Guardian:

The attached Examination High School Admission Appeal Process Packet is provided for use by students who:

- 1) applied but were not admitted via the regular application process, or
- 2) may have missed the application deadline.

Please use this packet as your guide in preparing your appeal to the principal for the Examination High School of your interest.

Questions related to the appeal process may be directed to the Office of Research, Evaluation and Assessment at 873-6601.

Sincerely,

Brenda C. Harris
Director of Assessment

ADMISSION APPEAL PROCESS CRITERIA AND REQUIRED DOCUMENTATION

Criteria:

Students applying:

- ✓ must have a minimum Grade Point Average (GPA) of 3.0
- ✓ must have no Student Code of Conduct infractions
- ✓ must have a 96% attendance rate from the last 8th grade report card marking (January)

Students who wish to audition or present a portfolio for consideration via the Special Admissions Procedure at Cass Technical High School must meet the criteria stated above.

Required Documentation:

The following documentation must be provided by the parent/guardian and submitted with the Admission Appeal Process Checklist:

1. Letter of Appeal

Prepare (write) a letter of appeal addressed to the appropriate Examination High School principal. Include all pertinent information related to the reason for appeal. Examples of issues that may result in an appeal are those related to student illness, a family crisis or family relocated to Detroit. In addition, address any explanation from items 1, 2, 3, 4, 7, 8 and 11 of the Admission Appeal Process Checklist, if applicable. Remember to include your full address including zip code, and telephone number(s) where you can be reached.

2. Complete transcript – Grades 7 and 8

3. Awards and/or Certificates of Recognition

4. Most recent Michigan Educational Assessment Program (MEAP) test results

5. Most recent TerraNova results or the results of other norm reference tests

6. Documentation related to participation in extra-curricular activities

7. Four letters of reference:

- One from a mathematics teacher attesting to the student's ability to perform the work
- One from a science teacher attesting to the student's ability to perform the work
- One from an English teacher attesting to the student's ability to perform the work
- One from either a counselor, unit head, assistant principal or principal familiar with the notable accomplishments and citizenship record of the student

8. The student must prepare (write) an essay of one to two pages typed and double-spaced describing why he/she wants to attend Cass Technical High School, Martin Luther King, Jr. Senior High School (Mathematics, Science and Applied Technology or Center for International Studies and Commerce) or Renaissance High School.

9. Admission Appeal Process Checklist

ADMISSION APPEAL PROCESS CHECKLIST

Please Note: An appeal hearing may be scheduled with an individual Examination High School principal only after the following checklist and the required documentation are submitted to the principal.

THIS CHECKLIST MUST BE COMPLETED BY THE PARENT/GUARDIAN

		YES	NO
1.	Did the student submit an application? If the answer is no, please provide an explanation in your letter of appeal. Skip questions 2, 3, 4, 5 and 6.		
2.	Was a transcript of the final report card marks for grade 7 attached to the application prior to submission? If the answer is no, please provide an explanation in your letter of appeal.		
3.	Was a transcript of the first report card marks for grade 8 attached to the application prior to submission? If the answer is no, please provide an explanation in your letter of appeal.		
4.	Did the student take the Examination High School Placement Test? If the answer is no, please provide an explanation in your letter of appeal.		
5.	Do you have the results of the Examination High School Placement test? If the answer is no, have you contacted the Office of Research, Evaluation and Assessment to obtain a copy of the results?		
6.	Have you consulted with the Office of Research, Evaluation and Assessment regarding the outcome of your child's application?		
7.	Did the Office of Research, Evaluation and Assessment respond clearly to your concerns? If the answer is no, please provide an explanation in your letter of appeal.		
8.	Does the student demonstrate exceptional abilities? If the answer is yes, please provide an explanation in your letter of appeal.		
9.	Is the student prepared to demonstrate exceptional abilities through the presentation of a portfolio?		
10.	Is the student prepared to demonstrate exceptional abilities by auditioning?		
11.	Is the student prepared to demonstrate exceptional abilities in a manner other than through presenting a portfolio or auditioning? If the answer is yes, please provide the explanation in your letter of appeal.		

Student's Name (Print) _____

Parent/Guardian (Signature) _____



CASS TECHNICAL HIGH SCHOOL

2009

SPECIAL ADMISSIONS/APPEALS PROCESS

CASS TECHNICAL HIGH SCHOOL
2501 Second Avenue
Detroit, MI 48201
(313) 263-2000

**ORDER OF DOCUMENTS FOR 9th GRADE APPEAL
PACKET TO BE SUBMITTED
MONDAY, APRIL 27, 2009 – FRIDAY MAY 8, 2009**

INCOMPLETE PACKETS OR PACKETS THAT DO NOT ADHERE TO THE CRITERIA STATED HERE **WILL NOT BE CONSIDERED FOR REVIEW.** SUBMIT COPIES OF THE ORIGINAL DOCUMENTS OF REPORT CARDS, TEST SCORES, AWARDS, ETC. DO NOT SUBMIT ORIGINAL DOCUMENTS. **DO NOT SUBMIT DOCUMENTS IN FOLDERS OR BINDERS.** STAPLE THE DOCUMENTS IN THE UPPER LEFT HAND CORNER AND HAND DELIVER THEM TO CASS TECHNICAL HIGH SCHOOL DURING THE PERIOD ABOVE.

SUBMIT THE DOCUMENTS IN THE ORDER LISTED BELOW:

1. Report Cards for 7th and 8th grades only.
2. Norm Reference Test Scores (TerraNova, MAT 7 &, CAT, etc.).
3. MEAP Scores (most recent year available)
4. Student Essay describing why he/she would like to attend Cass Technical High School. Letter must be typed/computer generated, double spaced and limited to no more than two (2) pages.
5. Four (4) Letters of Recommendation from teachers attesting to the student's ability to perform in English, mathematics, science and social studies.
6. Copies of Awards. Submit no more than four (4) awards or certificates.
7. Letter of Appeal from Parent addressed to Principal Lenora Ashford explaining the reason for the appeal.
8. Copies of Immunization Records for students coming from schools other than Detroit Public Schools

Lenora Ashford, Principal

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS.

CASS TECHNICAL HIGH SCHOOL

2009 Special Admissions / Appeals Process

Thank you for expressing an interest in admissions at Cass Technical High School by submitting an Appeal Packet. A limited number of students are selected via this process based on the following criteria:

<p>STEP 1 <i>(This step is required by <u>ALL</u> applicants)</i></p>	<p>Gather Required Documents</p> <ul style="list-style-type: none"> • Complete 7th-8th grade Transcript: Minimum Grade Point Average = 3.0 (NO C's in any academic area) • Test scores = or > 70th percentile on any norm-referenced tests (i.e., MAT, CAT Iowa, Terra Nova, etc.) • 96% attendance rate • NO DPS Student Code of Conduct violations (principal/counselor written confirmation required) • Letter of Appeal • Student Essay • Four (4) Letters of Recommendation • Documentation of Awards/Certificates of Recognition • Exceptional abilities in art, music, and performing arts
<p>STEP 2 <i>(This step is required by <u>ALL</u> applicants)</i></p>	<p>Submit Required Documents per the directions in the <u>Order of Documents for Appeal Packet</u> that is listed on the reverse side of this document.</p> <p>TIMELINES</p> <ul style="list-style-type: none"> • 9th Grade Appeals Submission Dates.....Monday, April 27, 2009 - Friday, May 8, 2009 • 10th Grade Appeals Submission Dates.....Monday, May 11, 2009 - Friday, May 29, 2009 <i>(NO appeals packets will be accepted after the established deadline!)</i> • Special Admissions – Auditions.....Friday, May 8, 2009 – Friday, May 22, 2009 <p><i>If you feel you qualify for consideration for Special Admissions, proceed to STEP 3; All others proceed to STEP 4.</i></p>
<p>STEP 3</p>	<p>Audition Option (Complete this step AFTER submitting appeals documents) If you feel you qualify for consideration for Special Admissions, please contact the Department directly to schedule an appointment. You must provide your appeal number when you call.</p> <ul style="list-style-type: none"> • Art - W. Tyus (313) 263-3012 • Music – Instrumental: M. Haas (313) 263-2137 or S. Allen (313) 263-2133 • Music – Vocal: D. Harden (313) 263-2136 or L. Cleaver (313) 263-2139 • Performing Arts – Drama: M. McCormick (313) 263-3026 • Performing Arts – Dance: A. Smith (313) 263-2128 <p>(NO auditions will be held after Friday, May 15, 2009.)</p>
<p>STEP 4</p>	<p>Administrative Review</p> <p>The administrative review of the Appeals Packets will occur between Monday, May 11, 2009 and Friday, June 19, 2009.</p>
<p>STEP 5</p>	<p>Await Notification of Special Admissions/Appeal Status</p> <p>Acceptance and denial notifications will occur via US Mail ONLY. Please do not call regarding acceptance status. Acceptance and denial information will NOT be provided over the phone. Notification will be mailed after Friday, July 10, 2009.</p>

VERIFICATION OF APPEAL PACKET SUBMITTAL

PLEASE PRINT LEGIBLY

Name of Student: _____ Appeal Number: _____

Date Submitted: _____ Received By: _____

(Cass Tech Staff Signature Only)

Lenora Ashford, Principal

ADMISSIONS APPEAL PROCESS SUBMISSION PROCEDURE

1. Package the Admission Appeal Process Checklist, required documentation and additional required items and hand deliver to the appropriate Examination High School principal. The package may be filed with the appropriate Examination High School principal after April 15th. **(Please keep a copy of all materials submitted for your records. These submitted documents will not be returned.)**
2. Remove the receipt from the bottom of this page. Have it signed and dated by the person accepting your Admission Appeal Packet.
3. The Examination High School principal will review the appeal package materials. You will be contacted and notified of an appointment date and time.
4. Upon submission of the Admission Appeal Package, it will be assumed that all of the information required for consideration has been included.
5. Fraudulent information or documentation will render your appeal invalid.

Martin Luther King Jr. Senior High School
3200 E. Lafayette
Detroit, MI 48207
Attention: Sharon Robinson, Principal

Renaissance High School
6565 W. Outer Drive
Detroit, MI 48235
Attention: Gail Russell-Jones, Principal

Lewis Cass Technical High School
2501 Second Avenue
Detroit, MI 48201
Attention: Lenora Ashford , Principal

Address all inquiries related to the Examination High School Placement Test and related results to:
Office of Research, Evaluation and Assessment
7430 Second Avenue, Suite 100
Detroit, MI 48202
(313) 873-6601
Attention: Brenda C. Harris
COMPLETED PACKAGES WILL NOT BE ACCEPTED AT THIS OFFICE

ATTENTION EXAMINATION HIGH SCHOOL: Make a copy of this receipt and attach it to the Admissions Appeal Package. Give the original receipt to the parent/guardian.

Examination High School _____

Admissions Appeal Package Received From _____

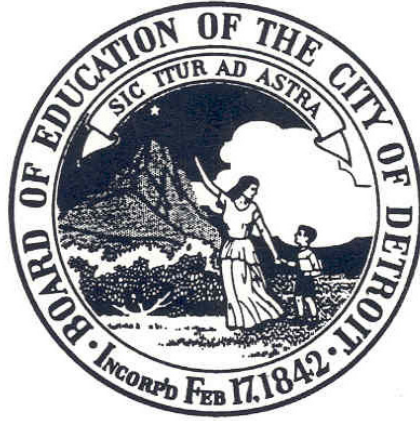
For Student _____

Address _____ Telephone _____

Parent/Guardian _____ Day Telephone _____

Day/Date/Time Submitted _____

Signature/Examination High School principal or designee _____



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Teresa N. Gueyser, Esq.,
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