School districts may submit a request to appeal a school(s)’ identification as Comprehensive or Targeted based on one or more measures used to create the school’s Every Student Succeeds Act (ESSA) index. Reasons for an appeal include: (1) special or unique circumstances or events that may have impacted outcomes for groups of students or whole schools; or (2) inaccurate CEDARS data reporting.

To submit an appeal based on inaccurate CEDARS reporting, the district must first submit corrected CEDARS data to OSPI. If you have questions about how to submit corrected CEDARS data, first contact your district’s CEDARS administrator and second OSPI at [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us). After the district has submitted the corrected CEDARS data, a district may submit a formal appeal by submitting this form to [AccountabilityAppeals@k12.wa.us](mailto:AccountabilityAppeals@k12.wa.us). If OSPI approves the appeal, OSPI will re-run the ESSA index calculations to incorporate the updated CEDARS data.

If the appeal is based on special circumstances and not related to inaccurate CEDARS data, the district should only submit this form. If OSPI approves the appeal for special circumstances, OSPI will recalculate the school’s ESSA index removing the year/measure(s) impacted by the special circumstances. In this case, the school’s ESSA index would be based on two years of data, not three.

If you have questions about the status of an appeal, please send them to [AccountabilityAppeals@k12.wa.us](mailto:AccountabilityAppeals@k12.wa.us).

DATE APPEAL SUBMITTED:

DISTRICT ID NO.:      BUILDING ID NO.:

SCHOOL DISTRICT NAME:

SCHOOL NAME:

APPEAL TYPE:

PROFICIENCY  STUDENT GROWTH

ENGLISH LEARNER PROGRESS  GRADUATION RATE

REGULAR ATTENDANCE  9TH GRADE ON TRACK

DUAL CREDIT  PARTICIPATION

OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRADES/BAND:      STUDENT GROUP:

| EXPLANATION: | *If the appeal is based on a special circumstance, please describe the situation and how it impacted the outcome on a measure or measures.*  *If the appeal is related to corrected data and it would change your school’s performance on an individual measure or overall score, then please indicate how the measure and score would change, and the impact on the overall score.*  Please **attach** any files/backup documents to support your appeal explanation. Please do not send any identifiable student data with this appeal. |
| --- | --- |

**FOR OSPI USE ONLY**

| ACTION DETERMINED  BY OSPI REVIEWERS: |  |
| --- | --- |

APPEAL WITHDRAWN  APPROVED  DENIED  PARTIAL

REVIEWER SIGNATURE:

DATE:

Internal Appeal Processing Deadline: