



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, Assessment and Accountability

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

DETROIT PUBLIC SCHOOLS

Office of Research, Evaluation, Assessment and Accountability
Support Services Complex – Building A
1425 East Warren
Detroit, Michigan 48207
(313) 576-0050 / FAX: (313) 576-0066

February 2012

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, Assessment and Accountability at 313-576-0050.

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, 5, 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 (copies)

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

5. Documentation related to participation in extra-curricular activities

6. 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

7. 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.

8. 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, 6 and 7.		
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, Assessment and Accountability to obtain a copy of the results?		
6.	Have you consulted with the Office of Research, Evaluation, Assessment and Accountability regarding the outcome of your child's application?		
7.	Did the Office of Research, Evaluation, Assessment and Accountability 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

2012

SPECIAL ADMISSIONS/APPEALS PROCESS

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

2012 Appeal Packet

All Students must have a 3.0 G.P.A. to Appeal for Cass Tech High School

DO NOT PLACE DOCUMENTS IN FOLDERS OR BINDERS.
AN INCOMPLETE PACKET OR A PACKET WHICH DOES NOT ADHERE TO THE CRITERIA LISTED BELOW WILL NOT BE CONSIDERED FOR REVIEW.

Submit *copies* of the original documents of report cards, test scores, awards, etc. Do not submit the originals. All documents submitted with the Appeal Packet will be kept for our files and will not be returned. Arrange documents in the order listed below. Staple the documents in the upper left hand corner and hand deliver them to Cass Technical High School between the hours of 8:00 am and 4:00 pm. Packets must be delivered during the window period as shown in the box below. An Appeal Number will be assigned when the packet is delivered. Remember the Appeal Number for future reference.

Order of Documents

1. **Report Cards / Transcripts** from 7th and 8th grades for the **9th Grade Appeal Packet**; 8th and 9th grades for the **10th Grade Appeal Packet**
2. **Standardized Test Scores** (Comprehensive Test of Basic Skills (CTBS), Iowa Test of Basic Skills (ITBS), etc.)
3. **MEAP Scores** (most recent year available)
4. **Student Essay** explaining why he or she wants to come to Cass (limit to 2 pages)
5. **Four (4) Letters of Recommendation** (from English, mathematics, science, social studies teachers)
6. **Copies of Awards** (Limit to 4 awards or certificates)
7. **Letter of Appeal** from parent addressed to Principal Lisa Phillips
8. **Immunization Records** for out of district students
9. **Copy of Birth Certificate** for out of district students.
10. **Statement of Acknowledgement** is required for Specific Learning Disability, Individualized Education Program (IEP), and/or health related concern(s) to ensure appropriate intervention for related services as needed.

2012 Appeal Window Periods

9th Grade: Monday, February 27th through Friday, March 9th

10th Grade: Monday, March 12th through Friday, March 16th

Special Admissions via Audition Window Period

Monday, March 12th through Friday, March 16th

If you feel you qualify for consideration for Special Admission via Audition, you must first submit an Appeal Packet by the deadline dates specified above then schedule an appointment for audition via e-mail to the appropriate department below.

Art: mindy.mitchell@detroitk12.org; **Orchestra:** steven.hunter@detroitk12.org; **Band:** sharon.allen@detroitk12.org; **Harp and Vocal:** lydia.cleaver@detroitk12.org; **Choral:** cheryl.harden@detroitk12.org; **Dance:** anthony.smith@detroitk12.org.

Note: Students accepted by Special Auditions will not be allowed to change curriculum assignments.



**MARTIN LUTHER KING JR.
SR. HIGH SCHOOL**

2012

SPECIAL ADMISSIONS/APPEALS PROCESS

Martin Luther King, Jr. Senior High School

3200 E. Lafayette
Detroit, MI. 48207
(313) 494-7373

2012 Appeal Packet

Parents and Students, we appreciate your interest in Martin Luther King, Jr. Senior High School and thank you in advance for applying. We would like to welcome you as a “Crusader” and wish you success during the appeal process. Please adhere to the following process when submitting your appeal packet.

All Students must have a 3.0 G.P.A. to Appeal for Martin Luther King, Jr. Senior High

Submit *copies* of the original documents of report cards, test scores, awards, etc. Do not submit the originals. All documents submitted with the Appeal Packet will be kept for our files and will not be returned. Arrange documents in the order listed below.

- A. Please do not place documents in folders or binders. Staple the documents in the upper left hand corner and hand deliver them to Martin Luther King, Jr. Senior High School between the hours of 7:30 am and 3:30 pm.
- B. Packets must be delivered during the window period as shown in the box below. An Appeal Number will be assigned when the packet is delivered. Remember the Appeal Number for future reference.

Order of Documents

1. Report Cards / Transcripts from 7th and 8th grades for the 9th Grade Appeal Packet; 8th and 9th grades for the 10th Grade Appeal Packet
2. Standardized Test Scores: Comprehensive Test of Basic Skills, Iowa Test of Basic Skills, etc.
3. MEAP Scores (most recent year available)
4. Student Essay explaining why he or she wants to come to M.L. King (limit to 2 pages)
5. Four (4) Letters of Recommendation (English, mathematics, science, and social studies teachers).
6. Copies of Awards (Limit to 4 awards or certificates)
7. Letter of Appeal from parent addressed to Principal Deborah Jenkins
8. Immunization Records for out of district students
9. Copy of Birth Certificate for out of district students.
10. Statement of Acknowledgement is required for Specific Learning Disability, Individualized Education Program (IEP), and/or health related concern(s) to ensure appropriate intervention for related services as needed.

**AN INCOMPLETE PACKET OR A PACKET WHICH DOES NOT ADHERE
TO THE CRITERIA WILL DELAY THE REVIEW PROCESS**

2012 Appeal Window Periods

9th Grade: Monday, February 27th -- Friday, March 9th

10th Grade: Monday, March 12th -- Friday, March 16th

Special Admissions via Audition Window Period: Monday, March 12th -- Friday, March 16th

If you feel you qualify for consideration for Special Admission via Audition, you must first submit an Appeal Packet by the deadline dates specified above then schedule an appointment for audition via e-mail to the appropriate department below.

Band: victoria.miller@detroitk12.org;

Dance: denise.allen@detroitk12.org.

Vocal: ernestine.gold-livingston@detroitk12.org;



RENAISSANCE HIGH SCHOOL

2012

SPECIAL ADMISSIONS/APPEALS PROCESS

Renaissance High School Appeals Process

Thank you for considering Renaissance High School.

Appeals Packets become available at the Office of Research, Evaluation, Assessment and Accountability beginning February 20 for students who took the exam and were not admitted to Renaissance High School. Appeals Packets will be accepted from February 27 – March 16, 2012. You are appealing for a vacancy created if a student who made the list chooses not to attend Renaissance High School. The Appeals Packet has a checklist and all information for students to be considered. Students must have:

- A 3.0 grade point average or better.
- No Code of Conduct violations
- A 96% attendance rate

Ninth grade students who did not take the exam and students who did take the exam but were assigned to another examination school must submit the following information:

- A student essay of one to two pages double spaced describing why he/she wants to attend Renaissance High School.
- A complete transcript of 7th grade grades
- 8th grade first, second and third card marking grades
- Most recent standardized test scores: MEAP, CAT, Stanford Achievement Test, etc.
- Four recommendations: one from English, math, and science teachers and a counselor or administrator.

Students in grades 10 & 11

- Must submit a transcript of high school grades, test scores, essay and recommendations as mentioned above.
- Students must have a 96% attendance rate and no Code of Conduct violations.
- Must have academic classes comparable to the Renaissance Curriculum including foreign language.

All information should be submitted at one time. **Incomplete packets will not be considered.** Please do not send partial information because it is impossible to keep everything together. Recommendations can be placed in a sealed envelope by the recommender and submitted with the packet. When packets are submitted to the Renaissance High School, a signed receipt will be given. Please keep your receipt as verification that a packet was submitted.

APPEALS PACKET DEADLINE: March 16, 2012

We usually receive far more appeals than we have vacancies. The number of vacancies varies from year to year. This process is the fairest way to fill vacancies. Only students who pass the test and are on the list to attend Renaissance are guaranteed admission.

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 **February 27th**. **(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: Deborah Jenkins, Principal

Renaissance High School
6565 W. Outer Drive
Detroit, MI 48235
Attention: Anita Williams, Principal

Lewis Cass Technical High School
2501 Second Avenue
Detroit, MI 48201
Attention: Lisa Phillips, Principal

Address all inquiries related to the Examination High School Placement Test and related results to:
Office of Research, Evaluation, Assessment and Accountability
Support Services Complex – Building A
1425 East Warren
Detroit, MI 48207
(313) 576-0050 Attention: Robin Wright
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 _____