



Arizona State Board of Education

1700 W. Washington Street
Executive Tower, Suite 300
Phoenix, Arizona 85007
Phone: (602) 542-5057
Website: azsbe.az.gov



State Board of Education

Policies and Procedures for Appealing 2021-2022 A-F Letter Grades

*The A-F Appeals Committee is scheduled to meet the week of November 28, 2022 to review appeals.
Please read each section carefully prior to submitting an appeal application.*

1. Timing of submission:

- a. The period to file an appeal begins the day letter grades are released and ends November 15th at 5:00 P.M.
- b. Letter grades issued under appeal will be designated as "Under Review" after the appeal period closes and will remain in place until the appeal is resolved by the Board.
- c. All appeals and supporting documentation must be submitted to "SBE Letter Grade Appeal Application" Google form (<https://forms.gle/r7jVPbBUVz6hMZsP7>) during the period indicated above. It is highly recommended that you request a copy to be sent to your email or print the page to PDF from the Google Form.

2. Notification of receipt:

- a. Applicants submitting an appeal will be automatically notified by email immediately after submitting the appeal by the Google Form.
- b. If an applicant does not receive a notification, the applicant shall contact inbox@azsbe.az.gov.

3. Format of submission:

- a. Schools and local education agencies (LEAs) seeking to appeal a letter grade must use the designated "SBE Letter Grade Appeal Application" Google form (<https://forms.gle/r7jVPbBUVz6hMZsP7>). A copy of the questions in the form is provided at the end of this document.
- b. Schools and LEAs may request either an expedited appeal (document review only) or a non-expedited appeal (document review and appearance before the Committee).

Non-Expedited Appeal:

1. Appearances before the Committee will be limited to fifteen minutes unless the grounds for the appeal is non-substantive as provided for in paragraph 9.
2. Schools may only present on the information and materials provided in the appeal application and **shall not** provide additional information or materials outside of the information originally submitted with the appeal.



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4. Incomplete and inappropriate applications:

Incomplete applications **will not** be reviewed and **will be denied** without further review. A complete application includes supporting documentation.

5. Grounds for appeal are limited to:

- a. Environmental Issues or Events
- b. Adverse Testing Conditions
- c. School or Community Emergency
- d. School Tragedy
- e. Other similar substantive events
- f. Incorrect data (see paragraph 10)

In the 2021-2022 school year, the COVID-19 pandemic affected schools by various degrees.

While COVID-19 was a universal factor for schools across the state, the State Board of Education (Board) recognizes that individual schools may have experienced substantial events beyond the "normal" impacts. While an appeal based solely on COVID-19 may not be granted an appeal, in instances of unanticipated factors, such as Tribal regulations and county health orders, the Board, with appropriate documentation to support a significant data and letter grade impact, may consider the pandemic induced instance in the school's appeal.

6. The Committee will consider whether the grounds for appeal were:

- a. Unrelated to school/student performance
- b. Outside the school's control
- c. Timing reasonably related to student performance
- d. Substantial cause of overall school performance

In addition, the Committee will consider whether the school took reasonable steps to minimize the impact of the event on assessment outcomes or if the opportunity did not exist for the school/LEA to minimize impact on students.

It is required that the appealing entity supply evidentiary documents within the initial "SBE Letter Grade Appeal Application" Google form (<https://forms.gle/r7jVPbBUVz6hMZsP7>) to address the Committee's consideration.

The Committee will consider all submitted longitudinal school-level and student-level data if applicable and relevant.



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7. Schools and LEAs shall redact all personally identifiable student information and any other information that is confidential or private in nature. Applications that contain information of this type will be immediately discarded and will be denied without further review.

8. **Supporting evidence for the appeal:**

Supporting evidence must be submitted at the time of the initial Google Forms appeal application in order to be considered by the Committee.

a. **Supporting evidence may include, but is not limited to:**

- i. benchmark assessment data showing an upward trend until the substantive event;
- ii. media reports conferring the reason for appeal, or additional narrative from stakeholders.

b. **Examples and possible supporting evidence:**

i. ***Example A and Possible Evidence***

At the beginning of the school year, the main road into town is washed out and must undergo months of repair, impacting transportation to and from school by about an hour each way. The school sees a significant decline in attendance rates, as well as instructional time, due to an additional two hours of commuting time for many students.

Prior year proficiency rates were significantly higher than the current year rates with no substantial changes in staffing or administration. The school also provides attendance data to support the decreased instructional time beyond their control.

ii. ***Example B and Possible Evidence***

A fatal car accident on the second morning of AASA testing at an elementary school prohibited students from being dropped off on time to start testing. Students who witnessed the accident or the presence of emergency responders requested counseling. Many tests were unfinished and not scored, which decreased test participation. While the school earned a "B" in the past two accountability years, it received a "C" and many of their younger students performed lower than expected.

The school submits written and signed accounts of the incident by parents and teachers. The school also submits a police report verifying the date and time of the accident which impacted students' performance on the day of testing. The school submits benchmark assessment data to indicate that these same students scored much better on district-wide standardized assessments prior to the incident.



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iii. Example C and Possible Evidence:

In school district ABC, school XYZ is located on tribal land, resulting in the XYZ administration and student population being required to follow Tribal regulations in addition to state and local policies. Because of this unique circumstance, school XYZ was required to eliminate any in person testing schedules with short notice in the spring of 2021 to meet Tribal regulation requirements.

Due to Tribal regulations on in-person limits, students' learning environments were impacted, resulting in elimination of in-person testing schedules, limited in-person learning and no transportation. The school had to provide instruction virtually and dealt with additional hurdles of limited student access to reliable broadband, to which students were not able to prepare for the statewide assessment and were not able to take the assessment in-person; thereby at all. Therefore, the school administration has reported historical data loss due to this unexpected challenge that was completely beyond the control of the school.

9. Non-substantive events:

The Committee **will not** evaluate appeals and will not provide time for an appearance before the Committee based on conditions including, but not limited to:

- a. Opposition to accountability formula (e.g. Growth should not be weighted as such; non-FAY students who pass AASA should be counted, etc.)
- b. Demographic make-up of student population (e.g. School has an above average percentage of ELL students)
- c. Individual student characteristics (e.g. a student was often tardy or absent from his Math and Reading classes)
- d. Incorrect data that does not impact the school's letter grade (e.g. Three students' assessment data is missing from the proficiency indicator, yet if their data is added to the file, the school would still have received a "B" letter grade)
- e. The inclusion of College and Career Readiness Index (CCRI) data that was provided or completed after the CCRI submission deadline.
- f. Incorrect data in the graduation rate that is three or more fiscal years old (FY 20 or older)
- g. Incorrect data cited in a previous appeal that was not corrected through a 15-915 form (i.e. appeal citing incorrect data was approved by SBE in FY19 but school did not submit and correct the incorrect data with the Arizona Department of Education (ADE) and is citing the same/similar data in an appeal in FY22)



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- h. Approved Online Instruction (AOI) schools approved for alternative status are to be graded on alternative status, not AOI status. Thus, they cannot appeal to be graded as an AOI.
- i. Given an adopted Instructional Time Model for FY22, schools that exceed the 50% threshold of total instructional time provided through remote instruction may not appeal.

10. Incorrect data appeals:

Schools that cite incorrect data as the basis for the appeal shall be subject to the following if the appeal is granted by the Board:

- a. If the incorrect data is related to CCRI, ADE shall place the school into the CCRI audit for the subsequent school year's letter grades.
- b. If directed by the Board, the school shall file a 15-915 form with ADE School Finance to correct the data.
- c. A school shall attend a mandatory data training workshop held by ADE. Additionally, schools are required to sign an attestation by ADE that states the school did not check data appropriately but will in future years.

11. Public Records:

Appeal applications are considered public records, including committee presentations of non-expedited appeals.

12. Rubric:

The same rubric will be used to evaluate all appeals.

- 13. The Committee recommendations will go to the Board for final action at the December 9, 2022 Board meeting. Following the adjournment of the December 9, 2022 meeting, the accountability file will be updated to reflect the Board's actions. Only the letter grade is updated if approved by the Board; no updates to component data or percentage earned in the public file are made.

2021-2022 Letter Grade Appeal Application

Please complete and submit this form by Tuesday, November 15, 2022 at 5:00 P.M.

Please review the Appeal Policies and Procedures prior to submitting.

A-F Appeals Policies and Procedures: <https://azsbe.az.gov/f-school-letter-grades>

As outlined in the A-F Appeals Policies and Procedures, incomplete appeals and appeals submitted with personally identifiable information (e.g. student names, student addresses and social security numbers) will not be reviewed, the submission will be destroyed and the appeal will be denied without further review or request for re-submission.

This form may need to be submitted using a Google account. Applicants submitting an appeal will be automatically notified by email immediately after submitting the appeal by the Google Form.

Please contact inbox@azsbe.az.gov if you have any questions.

If you are an LEA representative, filing an appeal for multiple schools, please submit one form per school. Staff cannot process singular forms with multiple school appeals.

* Required

Application Background

1. Date Submitted *

Example: January 7, 2019

2. Name of Person Submitting Form *

3. Job Title *

4. Contact Email (must be associated with School/Entity ID) *

5. Work Phone *

6. Name of School Appealing 2021-2022 Letter Grade *

7. School Entity ID (Not CTDS) *

8. Please enter the grades this school serves. *

9. LEA Name *

10. District ID *

11. **I attest that no personally identifiable student information and/or any other information that is confidential or private in nature will be shared in this form or in its supporting documents.** *

I understand applications containing this information will be immediately discarded and the appeal will be denied without further review.

I attest that I have read the A-F Appeals Policies and Procedures.

Mark only one oval.

☐ YES

Factor(s) for
the School's
Letter Grade
Appeal

Please ensure any data related appeals affects/changes the summative letter grade and the supporting documentation is included in the appeal application.

Data appeals in which the underlying data does not change the summative letter grade will not be processed.

12. Which accountability model does the school's appeal application fall under? *

Mark only one oval.

- ☐ Traditional K-8
- ☐ Traditional 9-12
- ☐ Alternative
- ☐ Hybrid (Non-Typical Configuration)
- ☐ AOI

13. Please indicate the total number of mitigating factors you are citing as the basis of the appeal. *

Mitigating factors may include:

- 1) Environmental issues or events;
- 2) Adverse testing conditions;
- 3) School or community emergency;
- 4) School tragedy; and
- 5) Incorrect data.

Complete each set of questions for each factor cited.

If you have more than five factors in the appeal, please use the box at the end to describe the additional factors.

Mark only one oval.

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ More than 5

14. Does the appeal factor relate to a specific grade level/grade band, individual class and/or subject area? Select those that apply. *

Check all that apply.

- ☐ Grade level/grade band
- ☐ Individual Class
- ☐ Subject area
- ☐ Other: _____

15. If you answered specific grade level/grand band, individual class and/or subject area from above, please describe the specific area. *
-

16. **Appeal Factor One:** *
- Please check ONE of the following mitigating factors as appropriate and add any additional details in the available box below.

NOTE: If you are appealing based upon multiple factors (i.e. incorrect data-factor one and a school tragedy- factor two), please indicate each of them separately.

Mark only one oval.

- ☐ Environmental Issues or Events
- ☐ Adverse Testing Conditions
- ☐ School or Community Emergency
- ☐ School Tragedy
- ☐ Incorrect Data (Please review the policies and procedures regarding appeals citing incorrect data)
- ☐ Other similar substantive events

17. Appeal Factor One Description:

*

Please explain reasoning for the factor using NO personally identifiable student information (SAIS ID numbers only may be used).

Appeals that include personally identifiable student information will be denied and destroyed without further review.

Please include narratives on the longitudinal data related to school performance and longitudinal data related to student performance, narrative on the documentation relevant to school improvement plan and/or any other narration in support of the appeal.

You will be able to attach files supporting your narrative at the end of this survey.

18. Appeal Factor Two:

Please check ONE of the following mitigating factors as appropriate and add any additional details in the available box below.

Mark only one oval.

- ☐ Environmental Issues or Events
- ☐ Adverse Testing Conditions
- ☐ School or Community Emergency
- ☐ School Tragedy
- ☐ Incorrect Data (Please review the policies and procedures regarding appeals citing incorrect data)
- ☐ Other similar substantive events

19. Appeal Factor Two Description:

Please explain reasoning for the factor using NO personally identifiable student information (SAIS ID numbers only may be used).

Appeals that include personally identifiable student information will be denied and destroyed without further review.

Please include narratives on the longitudinal data related to school performance and longitudinal data related to student performance, narrative on the documentation relevant to school improvement plan and/or any other narration in support of the appeal.

You will be able to attach files supporting your narrative at the end of this survey.

20. Appeal Factor Three:

Please check ONE of the following mitigating factors as appropriate and add any additional details in the available box below.

Mark only one oval.

- ☐ Environmental Issues or Events
- ☐ Adverse Testing Conditions
- ☐ School or Community Emergency
- ☐ School Tragedy
- ☐ Incorrect Data (Please review the policies and procedures regarding appeals citing incorrect data)
- ☐ Other similar substantive events

21. Appeal Factor Three Description:

Please explain reasoning for the factor using NO personally identifiable student information (SAIS ID numbers only may be used).

Appeals that include personally identifiable student information will be denied and destroyed without further review.

Please include narratives on the longitudinal data related to school performance and longitudinal data related to student performance, narrative on the documentation relevant to school improvement plan and/or any other narration in support of the appeal.

You will be able to attach files supporting your narrative at the end of this survey.

22. Appeal Factor Four:

Please check ONE of the following mitigating factors as appropriate and add any additional details in the available box below.

Mark only one oval.

- ☐ Environmental Issues or Events
- ☐ Adverse Testing Conditions
- ☐ School or Community Emergency
- ☐ School Tragedy
- ☐ Incorrect Data (Please review the policies and procedures regarding appeals citing incorrect data)
- ☐ Other similar substantive events

23. Appeal Factor Four Description:

Please explain reasoning for the factor using NO personally identifiable student information (SAIS ID numbers only may be used).

Appeals that include personally identifiable student information will be denied and destroyed without further review.

Please include narratives on the longitudinal data related to school performance and longitudinal data related to student performance, narrative on the documentation relevant to school improvement plan and/or any other narration in support of the appeal.

You will be able to attach files supporting your narrative at the end of this survey.

24. Appeal Factor Five:

Please check ONE of the following mitigating factors as appropriate and add any additional details in the available box below.

NOTE: If you are appealing based upon multiple factors (i.e. incorrect data-factor one and a school tragedy- factor two), please indicate each of them separately.

Mark only one oval.

- ☐ Environmental Issues or Events
- ☐ Adverse Testing Conditions
- ☐ School or Community Emergency
- ☐ School Tragedy
- ☐ Incorrect Data (Please review the policies and procedures regarding appeals citing incorrect data)
- ☐ Other similar substantive events

25. Appeal Factor Five Description:

Please explain reasoning for the factor using NO personally identifiable student information (SAIS ID numbers only may be used).

Appeals that include personally identifiable student information will be denied and destroyed without further review.

Please include narratives on the longitudinal data related to school performance and longitudinal data related to student performance, narrative on the documentation relevant to school improvement plan and/or any other narration in support of the appeal.

You will be able to attach files supporting your narrative at the end of this survey.

26. Additional Appeal Factors:

Please explain reasoning for the factor using NO personally identifiable student information (SAIS ID numbers only may be used).

Appeals that include personally identifiable student information will be denied and destroyed without further review.

Please include narratives on the longitudinal data related to school performance and longitudinal data related to student performance, narrative on the documentation relevant to school improvement plan and/or any other narration in support of the appeal.

You will be able to attach files supporting your narrative at the end of this survey.

27. The items listed above meet the following criteria: *

Check all that apply.

- ☐ Outside the school's control
- ☐ Timing reasonably related to student performance
- ☐ Substantial cause of overall school performance

28. Did the school take reasonable steps to minimize the situation's impact on assessment outcomes? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ The opportunity did not exist for the school/LEA to minimize impact on students

29. Please explain your answer from the previous question, providing a narrative to any supporting documentation associated with this question. *

Proficiency
Scores

Please report the **school's overall percent proficient** on the statewide assessment for each year as found in the public assessment file:
<https://www.azed.gov/accountability-research/data/>.

If your school did not receive a proficiency score for ELA and/or Math (n count too low, school not open yet, etc.), please enter "0.00" which will flag SBE to verify the information.

30. 2017-2018 ELA Overall Percent Proficient *

31. 2017-2018 Math Overall Percent Proficient *

32. 2018-2019 ELA Overall Percent Proficient *

33. 2018-2019 Math Overall Percent Proficient *

34. 2020-2021 ELA Overall Percent Proficient *

35. 2020-2021 Math Overall Percent Proficient *

36. 2021-2022 ELA Overall Percent Proficient *

37. 2021-2022 Math Overall Percent Proficient *

Appeal Information

38. Please choose the type of appeal you are submitting. *

Please note that **non-expedited appeals involve paper documents *and an in-person presentation to the A-F Appeals Committee*** (15 minutes of speaking time with no material outside of the submitted information being presented to the committee).

Expedited appeals involve paper document review only.

Mark only one oval.

☐ Non-Expedited

☐ Expedited

39. Issued 2021-2022 Letter Grade to which you are appealing: *

Mark only one oval.

- ☐ A
- ☐ B
- ☐ C
- ☐ D
- ☐ F
- ☐ NR

40. What is the percentage earned (with two decimal places) for this school for the 2021-2022 school year? *

This number can be found on the 2021-2022 public file.

41. Final 2021-2022 Letter Grade Request *

Mark only one oval.

- ☐ A
- ☐ B
- ☐ C
- ☐ D
- ☐ "NR"

42. You may upload supporting documents here.

The document limit is 10 files, therefore, please combine files together as needed to be under this limit.

There is no page limit, but each file must be under 100MB.

Reminder: Appeal applications are considered public records.

Submitted supporting documents are considered part of the appeal application, therefore, **documents that include personally identifiable student information will be destroyed and the appeal will be denied without further review.**

Files submitted:

43. I attest that no personally identifiable student information and/or any other information confidential or private in nature was shared in this form or in its supporting documents. *

I understand applications containing information of this type will be immediately discarded and the appeal will be denied without further review.

Mark only one oval.

☐ YES

44. By checking this box, you attest this appeal application is complete, data and documents provided are accurate and factual to the best of your knowledge and you have reviewed the A-F Appeals Policies and Procedures. *

Check all that apply.

☐ YES

45. Please type your first and last name as your signature to the two attestation questions above.

*

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