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| **Standard Operating Procedure Outline** |
| Category: | **School Board Operations** | Department: | **Student Assignment Services** |
| Procedure: | **Calculating Academic Eligibility** |
| Policy Reference # : SBO 1.105 | Version: 2.0 | Date: July 2014 |
| **Operational Objective(s)** |
| * + - * To apprise parents of the process for calculating academic eligibility.
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| **Procedure** |
| **How to calculate eligibility for Open Application schools with academic entrance requirements****General Notes*** Please use blue or black ink and sign your name so that we know whom to contact with questions.
* If you have to white something out, please initial beside it so that we know the parent did not make the change.

**Grade Eligibility*** Use the last report card issued in the previous school year, and the first report card issued for the current school year. Grade eligibility is determined by looking at the individual grading periods for the spring semester of the previous school year and the first grading period of the current year. For a typical MNPS student, this will be the third and fourth nine weeks of the previous year, and the first nine weeks of the current year.
* First, look to see if the child failed any class (including related arts classes) during one of the three nine-weeks grading periods being considered. If so, the child is **not** eligible for the academic magnet lottery. Mark “No” on the Open Application form, write “failing grade” next to it, and there is no need to continue.
* Calculate the grade average for each of the three nine-weeks periods being considered. Do this by adding the numerical grade for each subject graded during that nine-weeks period, and dividing by the number of classes taken in that period.
	+ If a student has letter grades instead of numerical grades, convert them using the attached chart before averaging them.
	+ If a child has grades of E, S, N, or U, treat them as follows: E = A; S = B; N = C; U = D
	+ Grades given in an elementary school should be converted using the elementary chart; grades given in middle or high school should be converted using the middle/high school chart.
* Add the averages for the three nine-weeks grading periods together, and divide the total by three. If this number is 84.5 or greater, the child is eligible for the academic magnet lottery.
	+ Note: It is possible that a child will have a grading period whose average is less than 85, but the other grading periods will bring the average up. This is okay, as long as no one of the nine-weeks grades for any class is a failing grade. (See second bullet above.)
* Please write the **number average** on the “Grade Average” blank. Please do **not** write a **letter grade.**

 **Fall Qualifying Examples Summer Qualifying Example**

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| 3rd Nine Weeks 09-10 | 4th Nine Weeks 09-10 | 1st Nine Weeks 10-11 |   |  | 3rd Nine Weeks 09-10 | 4th Nine Weeks 09-10 | 1st Nine Weeks 10-11 |  |  | 2nd Nine Weeks 09-10 | 3rd Nine Weeks 09-10 | 4thNine Weeks 10-11 |  |
| 75 | 80 | 88 |   |  | 90 | 80 | 85 |  |  | 90 | 80 | 85 |  |
| 85 | 85 | 85 |   |  | 85 | 85 | 95 |  |  | 85 | 85 | 95 |  |
| 85 | 85 | 82 |   |  | 95 | 98 | 85 |  |  | 95 | 98 | 85 |  |
| 85 | 89 | 86 |   |  | 85 | 85 | 85 |  |  | 85 | 85 | 85 |  |
| 85 | 85 | 84 |   |  | 98 | 95 | 95 |  |  | 98 | 95 | 95 |  |
| 85 | 89 | 85 | Average |  | 95 | 95 | 85 | Average |  | 95 | 95 | 80 | Average |
| 83.33 | 85.50 | 85.00 | 84.61 |  | 91.33 | 89.67 | 88.33 | 89.78 |  | 91.33 | 89.67 | 87.5 | 89.5 |

 **Non-Qualifying Examples Summer Non-Qualifying Example**

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| 3rd Nine Weeks 09-10 | 4th Nine Weeks 09-10 | 1st Nine Weeks 10-11 |  |  | 3rd Nine Weeks 09-10 | 4th Nine Weeks 09-10 | 1st Nine Weeks 10-11 |  |  | 2nd Nine Weeks 09-10 | 3rd Nine Weeks 09-10 | 4th Nine Weeks 10-11 |  |
| 90 | 90 | 90 |  |  | 80 | 84 | 93 |  |  | 80 | 89 | 81 |  |
| 85 | 85 | 95 |  |  | 85 | 75 | 91 |  |  | 85 | 86 | 80 |  |
| 95 | 95 | 85 |  |  | 75 | 95 | 80 |  |  | 75 | 92 | 84 |  |
| 68 | 85 | 85 |  |  | 88 | 85 | 85 |  |  | 88 | 87 | 82 |  |
| 95 | 95 | 95 |  |  | 72 | 90 | 95 |  |  | 72 | 80 | 87 |  |
| 95 | 95 | 85 | Average |  | 95 | 72 | 75 | Average |  | 95 | 83 | 75 | Average |
| 88.00 | 90.83 | 89.17 | 89.33 |  | 82.50 | 83.50 | 86.50 | 84.17 |  | 82.50 | 86.16 | 81.5 | 83.38 |

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| Grade Conversion Chart | Elementary | Middle/High |
| A+ | 100 | 98 |
| A | 95 | 95 |
| A- | 90 | 93 |
| B+ | 89 | 91 |
| B | 85 | 88 |
| B- | 80 | 85 |
| C+ | 79 | 84 |
| C | 75 | 80 |
| C- | 70 | 75 |
| D+ | 69 | 73 |
| D | 65 | 72 |
| D- | 60 | 70 |
| F | Any student with an F on the report card for the period in question is ineligible. |

**Test Score Eligibility*** In most cases, the test scores will be TCAP scores taken the previous year in an MNPS school. In this case, the child must score Advanced or Proficient in both reading/language arts and math.
	+ In this case, **please write “A” or “P”** in the blanks for each TCAP area.
	+ Please do **not** write the **numerical** score for the area.
	+ An MNPS student who was EL excluded from the previous year’s TCAP Reading and who qualifies in TCAP Mathematics shall be offered an opportunity for administration of a nationally-normed test in reading, and shall be considered eligible if he or she scores at the 7th stanine or better on this test.
* If the child’s most recent test scores are not from an MNPS school, a copy of the test scores, a current report card, and the report card from the spring semester of the previous year must be attached to the application. While it is the parent’s responsibility to attach those, you are certainly encouraged to help them out if those records are in the school file. If not, please point out to the parent that the application will be returned if those are not included.
	+ If the most recent test scores are TCAP scores from another Tennessee school system, please attach them along with the report cards as requested above, and fill in the test score blanks as you would for a student who tested in MNPS.
	+ If the child does not have current TCAP scores, the parent must attach any standardized test records from within the last 12-15 months to the application along with the report cards as requested above (again, you are encouraged to help with this if you have these documents in the school files). You will write “See attached” in the area for test scores, rather than writing the specific scores.
	+ If a student has state testing from another state, it is **very important that they submit those as early as possible**. Many states do not have test scores that can be equated to national performance levels. We can help the parents arrange for private testing in those circumstances, but if they wait until the last week to submit the scores, they may not have time to get tested before the deadline.
	+ “Proficient” and “Advanced” do not mean the same thing in all states. Just because a child scored at that level in Georgia doesn’t mean they meet the academic entrance requirements for the optional schools that have such requirements.
* Students in 10th grade and beyond will not have current TCAP scores. For those students, please attach a copy of any recent (within the last 12-15 months) nationally-normed test results, such as PLAN, ACT, or SAT.
* If you do not have any nationally-normed scores from the last 12-15 months for a 10th or 11th grade student, and the student’s grades do qualify, please indicate “No test results available” on the form, have the principal sign, and the parent can send it in. We will hold those until we can get the PLAN results from the MNPS Office of Research, Assessment and Evaluation.
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| **Performance Measure/Accountability** |
| * Continuous evaluation of procedure to ensure efficiency and compliance with all regulations
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