TO:        Chief School Administrators  
         Charter School Lead Persons  
         High School Principals  
         District Test Coordinators  

FROM:    Tracey Severns, Ed.D.  
         Chief Academic Officer  
         Division of Academics  

SUBJECT: Alternative High School Assessment (AHSA) Appeals Process  

The 2014 Alternative High School Assessment (AHSA) Appeals will be accepted from Wednesday, May 28, 2014 through Friday, June 6, 2014.

Students who are expected to graduate in June or the summer of 2014 but have not demonstrated proficiency on the Language Arts Literacy (LAL) and/or Mathematics sections of the High School Proficiency Assessment (HSPA) and/or Alternative High School Assessment (AHSA), but can demonstrate proficiency through work samples as well as performance on other assessments, should have appeals submitted by their district.

The March 2014 HSPA All Sections Rosters will be posted on Friday, May 16, 2014. The Second AHSA (March/April 2014) Score E-reports will be posted on Friday, May 23, 2014. Please review these score results before mailing your AHSA Appeals. However, if your district’s high school graduation is scheduled during the week of June 9, 2014, your AHSA Appeals should arrive during the last week of May.

On the other hand, if your district’s high school graduation date is later in June, you should review the March 2014 HSPA Cycle I Reports for Mathematics and Language Arts Literacy (LAL) before mailing your AHSA Appeals. These reports will be posted on Friday, May 30, 2014. The Cycle I Reports give the state and students’ Cluster Points (JPMs). If the student’s Cluster Points (JPMs) match/exceed the state’s Cluster Points (JPMs) in mathematics and/or LAL cluster, then the student has passed that cluster(s). The attached 2014 Baseline Data Form provides districts with the Cluster Points (JPMs) for each HSPA cluster since March 2011 as well as the passing scores for each AHSA cluster.
To ensure your district’s AHSA Appeals decisions are received via email in a timely manner, each student’s appeal must include the:

1. completed **Cover Sheet for AHSA Appeals**
2. **2014 Baseline Data Form**
3. **Educational Proficiency Plan (EPP)** (N.J.A.C. 6A:8-4(c-d)) and;
4. **Two (2) student graded work samples for each cluster being appealed.**
   a. The student’s graded work samples must clearly demonstrate a level of proficiency consistent with the High School Proficiency Assessment (HSPA)/AHSA. If you have questions regarding what are “suitable” student graded work samples, please contact Mrs. Iman AQuddus, Manager, New Jersey Amistad Commission, Division of Academics at AHSAAppeals@doe.state.nj.us.

Also, if the district is submitting both a Mathematics and a LAL AHSA appeal for a single student, please place both in one folder.

AHSA Appeals can be mailed to:
Dr. Faye Ball, AHSA Coordinator
Office of Assessments
New Jersey Department of Education
P.O. Box 500
Trenton, New Jersey 08625-0500

Or AHSA Appeals may be hand carried or delivered by a carrier to:
New Jersey Department of Education
Building 100, Riverview Plaza, Route 29
Trenton, New Jersey 08625

Districts will be notified of their AHSA Appeals decision(s) via email. If you have any questions or concerns regarding the AHSA Appeals decision-making process, please contact Ms. Stephanie James Wilson, Executive Director, New Jersey Amistad Commission, Division of Academics at 609-984-6428 or AHSAAppeals@doe.state.nj.us.

Thank you.

TS/SJW/AQ/fafb/AHSA EPP.doc.
Attachments
c: Members, State Board of Education
   Commissioner David Hespe
   Senior Staff
   Bari Erlichson
   Stephanie James Wilson
   Iman AQuddus
   Jeffrey Hauger
   Mary Jane Kurabinski
   Meghan Snow
   Amy Ruck
   Executive County Superintendents
   Executive Directors for Regional Achievement Centers
   Executive School Business Administrators
   County Test Coordinators
   NJ LEE Group
   Garden State Coalition of Schools