



## Elmhurst Community Unit School District 205 - Double Promotion

### Parent/Guardian or School-Based Staff can submit:

1. Directly to building principal by email or drop-off
2. Email to [earlyentranceK@elmhurst205.org](mailto:earlyentranceK@elmhurst205.org)
3. Mail to:  
Elmhurst 205 District Administrative Office  
ATTN - Double Promotion Application  
162 S York St  
Elmhurst IL, 60126

Prior to completing the application for Double Promotion, please review the process in its entirety. If you have any questions, please email [earlyentranceK@elmhurst205.org](mailto:earlyentranceK@elmhurst205.org) and the building principal.

### Background Information

This procedure is used when a request is made for a student attending or registered at one of the District 205 schools to be placed in one or more grade-levels above the next sequential grade, or "double promoted." This includes students who are interested in promoting directly into first grade.

### Identification of Candidates

Students in District 205 schools are provided enrichment and acceleration activities within the regular school day to differentiate and appropriately challenge their skills. On occasion, a student is so advanced intellectually, physically, socially, and emotionally that a grade advancement/double promotion is requested by a parent and/or recommended by building staff.

### Agency to Process Requests

Parents and staff should contact their home school's building principal to request information/consideration relative to double promotion. The building principal will share the process with families, including the initial application.

### Assessment

Once a student is registered at a District 205 school and is identified as a potential candidate, the building principal explains the assessment process to the parent. Criteria for double promotion are clearly stated and adhered to. *No exceptions are allowed.*

### The building principal acts as the "case manager," following these steps:

1. The building principal shares the initial interest/application form with the interested family. The family completes the application and submits it to the building principal. If a family submits the application without first consulting the principal, the principals will reach out to the family to walkthrough the process.
2. Once the initial application is submitted, the building principal communicates with the family the process via phone or email and notifies them of the timeline to start the process.
3. A District 205 School Psychologist administers an **ability assessment** (options listed below). **The student must meet, without exception, a Full Scale IQ of 135.** Only if the student meets the cognitive/ability score requirement is further academic and social emotional assessments conducted. The school psychologist and principal will contact the family when the IQ test is completed with the results and whether the assessment process continues or the process has concluded.

**Ability Measures (Full Scale IQ of 135+)** Administered by District Psychologist  
Wechsler Intelligence Scale for studentren, 5th Edition (WISC V)\*  
Woodcock-Johnson Tests of Cognitive Abilities, 4th Edition (WJ-IV Cog)  
Kaufman Assessment Battery for studentren, 2nd Edition (KABC-2)



### Stanford-Binet Intelligence Scale - Fifth Edition

4. A District 205 School Psychologist administers an **achievement assessment** (options listed below). **The student must meet, without exception, a score of the 99th percentile in all areas assessed.** Only if the student meets the achievement measure score requirement is a further social emotional assessment conducted. The school psychologist and principal will contact the family when the achievement assessment is completed with the results and whether the assessment process continues or the process has concluded.

**Achievement Measures (99%ile in all areas)** Administered by District Psychologist  
Woodcock-Johnson Tests of Achievement, Fourth Edition (WJ-IV)  
Wechsler Individual Achievement Test, 3rd Edition (WIAT-III)  
Kaufman Tests of Educational Achievement (KTEA-3)

5. A District 205 Social Worker or Counselor administers a **social emotional assessment** (options listed below). **The student must meet, without exception, an above-average score on all portions of the assessment.** Only if the student meets the social-emotional level requirement is a further grade-level assessment conducted. The social worker/counselor and principal will contact the family when the social-emotional assessment is completed with the results and whether the assessment process continues or the process has concluded.

**Social/Emotional Level (Above Average)** Administered by District Social Worker/Counselor  
Scales of Independent Behavior (SIB-R)  
Iowa Acceleration Scale (Sections VII - X)  
Vineland Adaptive Behavior Scale

6. The principal gathers the building REACH teacher, current and grade-above teachers to provide the student with **above grade-level curriculum-based assessments**. The classroom and/or REACH teacher administers the appropriate reading and mathematics assessments for the time of year at the grade level to which the student may be joining (i.e., above grade level). *For example, if a kindergarten student is being considered to join a first grade class at the start of the third trimester, the student would take the third trimester unit tests for first grade.* **The student must meet, without exception, a proficient score on all portions of the assessment.** These measures are used to determine current achievement as well as conceptual gaps the student has in relation to curriculum and for determining team support if the student qualifies for double-promotion. If there are discrepancies in scoring, the grade-above team will calibrate the scores, coming to a consensus on scores for each standard assessed.

**Curriculum Based Assessments** Administered by classroom teacher(s)  
NWEA Measures of Academic Progress  
Literacy Assessment of Grade Level & Trimester Considered  
Mathematics Assessment of Grade Level & Trimester Considered

7. Once all data is collected, the principal meets with the building team. Participants include the principal, current classroom teacher (if applicable), representative from grade-above teacher, REACH teacher, counselor/social worker and school psychologist. Other team members may include: past teacher, future teacher, speech/language therapist, REACH program coordinator. The building team reviews assessment data.
8. The principal schedules a meeting with the building team and family to share student eligibility for double promotion. Each professional reports assessment results and observations. *Criteria for double promotion is clearly stated and adhered to; no exceptions are allowed.* At the assessment data review meeting with the family, if the student's performance meets district requirements, support for double promotion is warranted. In that case, parents/guardians make the final decision on whether the student will be double promoted. If the recommendation is for the student to remain in the current classroom or not to be promoted, the team and parents discuss options for enrichment and/or differentiation opportunities, as needed.



9. The principal verifies the decision in a letter to the parents and places a copy in the student's temporary folder. A copy of the letter is also sent to the REACH program coordinator.

## Application for District 205 - Double Promotion

Date:

School Year:

Elementary School:

Student Name:

Birth Date:

Gender:

Address:

Parent/Guardian Name:

Phone:

Email:

Other siblings in District 205:

STUDENT NAME	SCHOOL	GRADE

Please share briefly why the student is a good fit for double promotion (skipping a grade).

How does the student handle transitions and new situations?



How does the student engage with their peers?

How does the student navigate challenging situations?

My signature indicates that the Double Promotion process and criteria has been reviewed and fully explained to me by a D205 building principal. Based on the results of the individually administered assessments, D205 will communicate with me if my student meets the criteria for double-promotion. I will have the opportunity to meet with the entire team if my student meets all criteria to make the final decision.

Parent/Guardian Signature

Parent/Guardian Name

Date Submitted:

### **Options to Submit Completed Application -**

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