



# **Bowling Green City Schools**

## **Acceleration Process**

### **Subject - Whole Grade - Early Graduation**

- A. A request for acceleration may be made by parents, students eighteen (18 and older), or school personnel.
- B. A request by school personnel must involve parent and student.
- C. Written requests for subject acceleration must be returned to the building principal and retained with school records.
- D. Written requests for whole grade acceleration must be returned to the building principal and the forwarded to office of Curriculum, Instruction, and Assessment.
- E. Team chair responsibilities are to be handled by the school psychologist with the exception of Early Graduation in which case the high school principal, assistant principal or guidance counselor will chair.
- F. A parent and/or student interview may be conducted to gather further information.
- G. The team of certified school personnel will review the student's educational record to establish the need for individual standardized assessment.
- H. A student's ability and achievement profile will be reviewed (possible data for review can include - district-wide tests, universal screeners, Ohio State Test results, placement test scores, AIMSweb, DRA/DSA).
- I. The Iowa Acceleration Scale, 3<sup>rd</sup> Edition will be utilized for whole grade acceleration only.
- J. At the end of the course, an exam may be administered or a portfolio may be reviewed to assist the team in making a determination of subject acceleration. A pre-determined end of course exam score may be a prerequisite for enrollment in subsequent courses.
- K. The final determination, based on multi-factored data, will be made by the team within forty-five days of the submission of the referral to the student's principal.
- L. Parents will receive a copy of the determination in writing.



# Bowling Green City Schools

## Acceleration Process

### Subject - Whole Grade - Early Graduation

- M. Acceleration decisions will be made prior to the start of the next school year.
- Children who are referred for evaluation for possible accelerated placement sixty or more days prior to the start of the school year shall be evaluated in advance of the start of the school year so that the child may be placed in the accelerated placement of the first day of school.
  - Children who are referred for possible accelerated placement sixty or more days prior to the start of the second semester shall be evaluated for possible accelerated placement at the start of the second semester.
  - In all other cases, evaluations of a referred child shall be scheduled at the student's principal's discretion and placed in the accelerated setting(s) at the time recommended by the acceleration evaluation committee – if the committee determines that child should be accelerated.
- N. Any acceleration determination will be evaluated after a trial period not to exceed nine weeks. The determination to continue or discontinue the acceleration will be made by the team following this evaluation.
- O. Once a decision has been reached, the parents will have thirty days to appeal the decision. Such appeal shall be in writing to the Superintendent.
- P. Early high school graduation: subject and/or whole grade acceleration may lead to early graduation. Graduation requirements may be met through dual credit coursework, college credit plus, educational options, credit flexibility, and/or traditional courses.

***A Written Acceleration Plan (WAP) will be created at the determination meeting for any student who is subject, grade accelerated, or approved for early graduation. A copy of this plan must be kept in the school record and in cases of whole grade acceleration forwarded to the office of Curriculum, Instruction, and Assessment. The EMIS coordinator shall be notified of all students who are accelerated.***

# Bowling Green City Schools

Written Acceleration Plan  
Subject - Whole Grade - Early Graduation



**Date:** [Click here to enter a date.](#)

**Student Name:** [Click here to enter text.](#)    **School:** [Choose an item.](#)    **Grade:** [Click here to enter text.](#)

**Type of Acceleration:**  Initial    Continuing    Whole Grade    Early Graduation

**Placement Grade/Subject:** [Click here to enter text.](#)    **Teacher:** [Click here to enter text.](#)

**Building:** [Choose an item.](#)

Strategies to ensure a successful transition:

---

---

---

---

---

---

---

---

---

---

Strategies to ensure continuous progress:

---

---

---

---

---

---

---

---

---

---

Grade level testing instructions:

---

---

---

---

---

---

---

---

---

---

Nine (9) week review scheduled for: [Click here to enter a date.](#)

Signature	Title	Date
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

After required signatures are obtained, distribute copies as follows: building principal(s), current teacher, receiving teacher, gifted coordinator/GIS, and parent(s) or legal guardian(s). Place a copy in the student's file. All originals need to be retained by the school and BGCS office of Curriculum, Instruction, and Assessment for whole grade acceleration.

# Bowling Green City Schools

Request for Acceleration  
Subject - Whole Grade - Early Graduation



Submit to our Administrative Offices at 137 Clough St.

Type:  Subject  Whole Grade  Early Graduation

Student Name: Click here to enter text.

Date of Birth: Click here to enter a date.

School: Choose an item.

Grade: Click here to enter text.

Teacher: Click here to enter text.

Parent Name: Click here to enter text.

Phone: Click here to enter text.

Parent Name: Click here to enter text.

Work Phone: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text.

Zip: Click here to enter text.

Describe the acceleration request and include reasons for the request:

\_\_\_\_\_  
Signature of person initializing request

\_\_\_\_\_  
Relationship to child

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

*If deemed necessary by the team, I give permission for Bowling Green City Schools to conduct standardized assessment.*

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal signature

\_\_\_\_\_  
Date

*Send To: Curriculum, Instruction and Assessment for whole grade acceleration*

\_\_\_\_\_  
Date received by Curriculum Office

\_\_\_\_\_  
Staff Member signature



# Bowling Green City Schools

Committee Determination of Acceleration  
Subject - Whole Grade - Early Graduation

**Date:** [Click here to enter text.](#)

**Student Name:** [Click here to enter text.](#)

**Date of Birth:** [Click here to enter a date.](#)

**School:** [Choose an item.](#)

**Grade:** [Click here to enter text.](#)

**Parent Name:** [Click here to enter text.](#)

**Parent Name:** [Click here to enter text.](#)

Date request for Acceleration form received by school or Curriculum Office: [Click here to enter a date.](#)

Cumulative Record Review: Please attach summary and supporting documents.

Individual Evaluation Results: Please attach summary and supporting documents.

On [Click here to enter a date.](#) the committee reviewed educational records and test information pertaining to academic acceleration. It has been determined that [Click here to enter text.](#) [Choose an item.](#)

Student Name

meet established criteria for academic acceleration.

This determination may be appealed in writing within thirty days to the Office of the Superintendent.

If approval is granted for acceleration:

**Person Responsible for Plan:** [Click here to enter text.](#) **Title:** [Click here to enter text.](#)

**Grade level at which student will participate in any statewide assessments:** [Click here to enter text.](#)

Summary:

**Committee Signatures:**

**Title**

---

---

---

---

---

---

Parent / Guardian

Student, if applicable

---

---

---

---

*Return completed form to the attention of: Curriculum, Instruction, and Assessment, 137 Clough St., BG, OH 43402*