

PINELLAS COUNTY SCHOOLS
ADMINISTRATIVE PROMOTION
MIDDLE TO HIGH SCHOOL

All students must successfully complete the state requirements for promotion from eighth to ninth grade, which include:

- 3 Units in Language Arts
- 3 Units in Science
- 3 Units in Social Studies
- 3 Distinct Units in Math
- Career Planning Class (which is embedded in US History)
- Completed ePEP

This form may not be used in lieu of successful completion of state requirements listed above.

Please ensure that the data management technician enters administrative promotion codes before leaving in **June** and completes all promotion entries after the Extended Learning Program closes.

Please complete all sections:

School _____ Date _____

Student's Name _____ Date of Birth _____

Check if applicable: ESE ESOL MSAP Total days absent: _____

School to Attend: Bayside High School Other High School _____

1. Required attachments:

1. Discipline Browse
2. Conference Report (from conference or telephone conversation for #6 on reverse side of form)
3. Copy of Dropout Prevention Application, if applicable (Bayside referral or Eligibility Form – Secondary Dropout Prevention/Academic Intervention (PCS Form 2-2180-B))

Check all that apply:

- Two years of age above grade level (Administrative promotion cannot be based on this information alone.)
- Previous psychological evaluation
- Academic/intellectual test scores show readiness for high school course work
- Extenuating family circumstances (Explain below)
- Attendance Problem

Academic Reason for Suggested Recommendation

- Has not passed all district required courses but has met state promotion standards for grades 8 to 9.

List required district course/s not passed: _____

Comments: _____

Principal's Signature: _____

**ADMINISTRATIVE PROMOTIONS
PROCEDURES FOR ADMINISTRATIVE PROMOTIONS**

1. Sending school will hold a grade placement conference by the middle of June. Completed forms should be sent to the receiving principals by the end of June. Additional conferences may be warranted pending Extended Learning Program. Completed forms resulting from these additional conferences should be sent to the receiving principals by the middle of July.
 - A. A school committee comprised of at least three of the following will consult to complete the appropriate form:
 1. Classroom teacher
 2. Guidance counselor
 3. Special teacher(s)
 4. Non-school based staff member (i.e., psychologist, ESE curriculum specialist, etc.)
 5. ESE program specialist (required for all ESE students)
 6. Parent or guardian (required – conference preferred or telephone conference if necessary)
 7. An administrator

The sending school will send the completed form to the receiving principal.

- B. The criteria listed on the reverse side should be utilized when making placement decisions:
 2. The two principals involved may change the time line as long as the same procedures are used.
 3. Students who have failed district required courses and who meet the criteria should be considered for placement through Drop Out Prevention.
 4. Placement issues which develop after the school year begins are not to be handled through the administrative promotion procedure, but through consultation between principals with advice from appropriate sources.