



# MEYER LEVIN SCHOOL FOR THE PERFORMING ARTS INTERMEDIATE SCHOOL 285

Mr. Frederick A. Underwood, Principal

Assistant Principals  
Mrs. Denise Holder  
Mrs. Graceann Rooney  
Mr. Gauntlett Mighty

April 12, 2010

Dear Parent/Guardian(s),

An appeal may only be filed if you have been matched to a program. Please schedule an appointment to discuss any issues concerning your child's high school match with me, Tami Hernandez Guidance Counselor for Phoenix Academy, before deciding to file an appeal. If you still wish to file an appeal after speaking with me I will provide you with a 2009-2010 High School Match Appeal Form.

Complete the information on the Appeal Form and return it to me in room 243 by Friday, May 28, 2010. I will only accept questions and paperwork during period 1 and period 5, students should not leave classroom instruction to hand anything in at any other time.

Decisions regarding your child's appeal will be made available in late June 2010. A letter will be given to your child that will indicate the response to your appeal. A school placement made through the Appeal Process is considered to be the **final decision!**

**Here is some important information about appeals:**

- Only students who have been matched to a program/school may file an appeal.
- A student may only file ONE Appeal Form, and all sections of the form must be completed.
- There are no "sibling variance" appeals granted at the high school level.

Your child's appeal will be reviewed by the Appeals Committee and every consideration will be extended. An appeal does not entitle a student to a specific program.

**The following are reasons and criteria for filing an appeal:**

**T – Travel Hardship**

- Change of the student's home address or location of the high school to which the student was matched.
- Your child's address has changed. Please note, the change needs to be reported to the school and entered on the Department of Education database. Use the website Hopstop.com to determine the required travel time from your residence to the matched school and include the time in Section C of the Appeal Form.
- There has been a change in the location of the high school. Use the website Hopstop.com to determine travel time from your residence to the matched school's new address and include the time in Section C of the Appeal Form.

**E – Special Education/Accessible Site Requirements**

- Your child's special education needs cannot be met through the program at the matched high school (e.g. requires class programming designed to serve Alternate Assessment students, Special Class for hearing or vision impaired students, etc.).
- Your child requires an accessible site due to ongoing physical issues.

**M – Medical Issues**

- Your child has a documented medical condition that requires a change of his/her matched school. Please be prepared to provide all appropriate medical documentation.

**S – Safety Issues**

- Your child cannot attend the school to which he/she was matched due to a personal safety condition (The Counselor must enter the personal safety incident into OORS). Appropriate documentation that supports the allegations must be available upon request.

**C – Data Error in Entering the Program Codes**

- The program codes (4 characters) were incorrectly transcribed from the high school application to SEMS (Student Enrollment Management System), a receipt is needed for verification.

**N – New Small High School Requested**

- You are requesting that your child attend one of the new small schools opening in September 2010.

If you have any questions please feel free to call and schedule an appointment with me at 718-451-2200 ext. 2432. I will be more than happy to help you.

Respectfully,

Tami Hernandez  
Guidance Counselor, Phoenix Academy