



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

May 7, 2012

**REVISED**

TO: Chief School Administrators  
Charter School Lead Persons

FROM: Jeffrey B. Hauger, Director *JH*  
Office of Assessments  
Division of Academics

SUBJECT: Alternative High School Assessment (AHSA) – Language Arts Literacy (LAL)  
and Mathematics Appeals

The second ASHA administration results will be available to districts beginning May 16, 2012. Once those results are known to the district, the district should finalize any appeal documents and submit them to the department. The AHSA appeals **must** be submitted between Monday, May 21, 2012, and Friday, June 8, 2012. These appeals must include work samples as well as all previous performance results on High School Proficiency Assessment (HSPA)/AHSA assessments. While this information will be taken into consideration during the appeal review, it is important to note that work samples must clearly demonstrate a level of proficiency equal to that required by the HSPA and/or the AHSA. For the mathematics appeals, **at least two-graded work samples** for each cluster needed on which to demonstrate proficiency must be submitted.

The March 2012 HSPA All Sections Roster will be available online on **May 18, 2012**, and the Subject Roster for Mathematics or Language Arts Literacy (Cycle I HSPA Reports) will be available online on June 1, 2012. Therefore, districts should wait before submitting AHSA appeals until after a student's scores are reviewed. If a student's raw score point matches or exceeds the Just Proficient Mean (JPM) on the Individual Student Report (ISRs), or Cluster Points on the HSPA Subject Rosters in a cluster and/or standard in which the student is partially proficient, then that student has passed that PAT for that cluster LAL and/or standard mathematics. This exception may be applied across all HSPA administrations.

To make the collection and submission of data uniform and to ensure that all components necessary for a full review of an appeal are submitted, we strongly recommend that your appeal for each student include the Educational Proficiency Plan form available at <http://www.state.nj.us/education/assessments/hs/sra>.

To submit appeals, please include a copy of the AHSA appeals documents, including data on previous assessments and current work samples for language arts literacy and mathematics as appropriate. **You must also include information, including an email where appeals results will be sent.** All appeal decisions will be sent to the person listed on the cover sheet via the email address that you provide. We have attached the cover sheet that must accompany each appeal.

**Language Arts Literacy Appeals** should be submitted via mail to:

Office of School Improvement  
AHSA Language Arts Literacy Appeals  
New Jersey Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500

**Mathematics Appeals** should be submitted via mail to:

Office of School Improvement  
AHSA Mathematics Appeals  
New Jersey Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500

If you should have any questions or concerns, please feel free to contact Jim McBee, director, at 609-292-6874 or [AHSAAppeals@doe.state.nj.us](mailto:AHSAAppeals@doe.state.nj.us) .

Thank you.

JBH/ahsa appeals

Attachment

c: Members, State Board of Education  
Acting Commissioner Christopher D. Cerf  
Senior Staff  
Penny MacCormack  
Jim McBee  
Mary Jane Kurabinski  
Meghan Snow  
Amy Ruck  
Executive County Superintendents  
County Test Coordinators  
District Test Coordinators  
High School Principals  
Peggy McDonald  
Lori Ramella  
Raquel Sinai  
Bilingual/ESL Coordinators  
Directors of Approved Private Schools for the Disabled  
Directors of College-Operated Programs  
Directors of a State Facility  
NJ LEE Group  
Garden State Coalition of Schools

**NEW JERSEY DEPARTMENT OF EDUCATION  
HIGH SCHOOL ASSESSMENT APPEAL PROCESS**

**May 21, 2012 – June 8, 2012**

**COVER SHEET**

**Please complete one per student and submit with  
Alternative High School Assessment (AHSA) appeal documents.**

Date of High School Graduation \_\_\_\_\_

Name of Student \_\_\_\_\_

School Name \_\_\_\_\_

District \_\_\_\_\_ CDS Code \_\_\_\_\_

School Person Contact Name (for appeal) \_\_\_\_\_

Email address of contact person (for notification of appeal decision)

\_\_\_\_\_

Phone number of contact person \_\_\_\_\_ Ext. \_\_\_\_\_