



Superintendent's Circular

NUMBER:
AMT-04
Version 01

GRADE LEVEL PLACEMENT REQUIREMENTS

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

The Boston Public Schools has established grade level placement requirements for Grades K-12, which are detailed herein.

GRADES K0 - 1

The Boston Public Schools has established the following age requirements for entrance to kindergarten programs and grade 1:

Grade Level	Age as of September 1
K0	3
K1	4
K2	5
1	6

Students who will be 6 years old by September 1, but after June 30, may, if they believe appropriate, request a waiver to register for K2 instead of grade 1. This request must take place prior to registration and must be accompanied by an early education provider's recommendation. Requests should be made to the interim executive director of Early Childhood at tdias@bostonpublicschools.org, 617-635-9701.

There are no other exceptions to this policy.

GRADES 2 - 8

The following requirements will be in effect for grades 2-8 at all schools, including Early Education Centers and Early Learning Centers:

Grade	Age as of September 1
2	7
3	8
4	9
5	10
6	11
7	12
8	13

In cases where a student is registering into Boston Public Schools with documented proof of successful completion of the current grade, the student must also present documentation to their assigned school within 30 days of reporting. If the school recommends a change in the student's grade placement, the school leader must submit a "Grade Level Change" request form (below) to their school superintendent or operational leader for approval and processing by Welcome Services.

Grade-age assignment in the Boston Public Schools is structured to provide a supportive environment in which each student is able to grow both academically and socially. BPS understands students may learn differently and need appropriate adjustments to their curriculum to ensure they are learning at a pace that fosters success. Therefore, teachers are trained to adjust

curriculum and make additional recommendations for students within their classrooms.

GRADES 9 - 12

Students who are new to BPS will be assigned to a grade based on their age. Students should be aware that schools may shift their grade level upon enrollment in their assigned school after a transcript review with their school counselor.

Students with disabilities will be placed in accordance with the grade level indicated by their IEP.

If the student has not recently attended school in the U.S., a U.S. territory, or does not have a current transcript, Welcome Services will assign students as indicated below:

Age as of September 1*	General Education, Never LEP, or ELD 1-5
14-16	Grade 9
15-17	Grade 10
16-18	Grade 11
17-18	Grade 12**
19-21	Referred to Re-Engagement Center
22	Students will be recommended to Adult Education

* The age range is dependent on minimum age and takes into account consideration of students who may have been retained or started their academic journey at an older age from their home country.

** Students with sufficient documentation, clearly displaying the completion of grade 11, will be placed in grade 12.

Students who are entering high school are to present prior school records to their assigned school within 30 days of reporting.

For more information regarding the Maximum Age Policy, see the [Revised Maximum Age Assignment And Enrollment Policy](#).

GRADE LEVEL ADVANCEMENT OR REGRESSION

If a family/emancipated student is contesting their grade level placement due to the grade-age assignment process followed while in a Welcome Center or the Newcomers Assessment & Counseling Center (NACC), the student must be assessed by the school. If the school recommends a change in the student's grade placement, the school leader must submit a "Grade Level Change" request form to their school superintendent or operational leader for approval and processing by Welcome Services within 30 days of student reporting to school.

If after a period of at least one academic term/semester, a school team¹ determines that a particular student may benefit from a grade level change due to exceptional advancement or regression based on other conditions not present during the registration period, a school leader may request a grade level change by completing the "Grade Level Change" request form and submitting to their school superintendent or operational leader for approval and processing by Welcome Services. All changes must be completed by the end of the first marking period.

¹ School-based teams must be composed of content teachers, English Learner, and Special Education faculty based on the student's instructional program.

For more information about this circular, contact:

Owner:	Director of Student Assignment and Special Admissions
Department:	Welcome Services
Mailing Address:	2300 Washington Street, 2 nd Floor, Boston, MA 02119
Phone:	617-635-9010
Email:	ofca-staff@bostonpublicschools.org

Mary Skipper, Superintendent

GRADE LEVEL CHANGE REQUEST FORM - DIRECTIONS

Find below the description of criteria and evidences that you will need to fill out the form on page 8.

Criteria for Grade Level Change: *Documentation and rationale are required for all recommendations.*

1. A grade level placement is contested due to a grade-age assignment process followed during registration. This form must be completed within 30 days of student reporting to school.
2. A school recommends a grade level change for a student due to exceptional advancement or regression based on other conditions not present during the registration period. This form must be completed by the end of the first marking period.
3. A Grade Level Change Request Form must be approved by a school superintendent or operational leader. After approval, Welcome Services will process the request.
4. Students may not be retained more than once at any level (elementary, middle, or high school).
5. In a grade level change that requires a new school assignment, the sending administrator must contact and update the receiving administrator.
6. If an English Learner is being recommended for a grade level change, evidence must be provided that this is not due to language proficiency, and student/family have been informed and are in agreement with the change.

Evidence's Options

1. The request meets BPS district guidance in terms of attendance, academic achievements, OR interventions demonstrated through student work, grades, and assessments. A school narrative must be attached.
2. If the student is in a Special Education program: The student has an IEP that specifically and in writing exempts them from certain provisions of the promotion policy. *IEP attached.*
3. If the student is an English Learner: There is evidence of a transcript review and parent communication that shows an agreement with the recommendation. *All documents must be filed in the student's ELD Folder.*

GRADE LEVEL CHANGE REQUEST FORM (*)

Name of Student: _____

School: _____

Student ID: _____ Current Program: _____

ELD Level: _____ SN Code: _____

Purpose of Request:

☐ **Grade Progression:** _____ to _____

☐ **Grade Regression:** _____ to _____

When/how was the parent/guardian informed of this request?

OPTIONS (**)	Evidence meets requested change	
	YES	NO
Option 1		
Option 2		
Option 3		

Signature of sending school leader:

_____ Date _____

Signature of school superintendent/operational leader:

_____ Date: _____

Review/Approval, Welcome Services: Space available? YES ☐ NO ☐

() Directions on pages 6 & 7; (**) Options descriptions are listed on page 7*