A. PARENT DOCUMENTATION
   • Standardized test information
   • Current work examples:
     • Reading
     • Writing
     • Spelling
     • Math

B. CONTACT FORMER SCHOOL BY PHONE
   • Request educational background

C. COMPLETE ASSESSMENT AS DECIDED BY SCHOOL TEAM
   • Reading: Instrument is building choice
   • Oral Language (K-2): Instrument or process is building choice and should be checked against current curriculum guidelines.
   • Writing/Spelling (3-5): Instrument or process is building choice and should be checked against current curriculum guidelines.
   • Math: Mid-year or end-of-the-year test from the adopted math series.

D. DECISION FOR APPROPRIATE PLACEMENT IS MADE BY THE SUPERINTENDENT, OR HIS/HER DESIGNEE, FOLLOWING CONSULTATION WITH PARENTS.

E. The Kennewick School District reserves the right to reassign a student to another grade level within 30 school days of reentry from a home-based instruction program. The reassignment will occur only after the classroom teacher notifies the school principal of his/her concern about the appropriateness of the original placement and requests that a standardized achievement test be given.

F. STANDARDIZED ACHIEVEMENT TEST
   • Primary
   • Intermediate

G. Student placement is finalized as the Superintendent, or his/her designee, determines the appropriateness of referral to special programs.

H. Parent appeal may be heard by the superintendent or his/her designee.