Aurora Public Schools
Division of Human Resources
1085 Peoria St.
Aurora, CO 80011

Phone – 303-344-806
Fax – 303-326-194
Web – www.aps.k12.co.u

Aurora Education Association

Request for Class Size / Composition / Caseload Review

Article 15, Section E.1. of the negotiated agreement provides for a principal's review of class size, class composition, or caseload if a teacher is concerned.

"When a teacher believes there is a class size (general education), caseload size (special education), or a class composition concern, the teacher, with Association Representative support if requested, shall bring this concern to the attention of the appropriate administrator.

1. *The teacher shall use the approved District form to report the concern (found in Appendix D).*
2. *The administrator shall assess the concern, and gather comparative classroom composition data and other relevant information. The administrator will analyze and present his/her findings, and share this data and respond to the teacher using the approved District form as soon as practical and no later than within 10 work days. (2014)"*

Upon submitting this form to the principal, the teacher begins the review process, and the principal must respond in writing within 10 workdays of receipt. If a meeting is scheduled to discuss the request, the teacher may ask the Association Representative to attend. A copy of the request and response should be provided to the Association President.

Review request is for (please check): Class Size Class Composition Caseload

Submitted by: _____

Name School Date

Please attach a description of the concern and be specific on suggested outcome(s) that may be possible. Include any pertinent information, including how this class compares with others at the same grade level within the school.

Principal Response:

Completed by: _____

Name Date

If the teacher is not satisfied with the response, the teacher may appeal the review to the Chief Academic Officer. The Association President or UniServ Director (and the Association Representative, if requested) may attend the appeal with the teacher.

3. *"If the teacher is not satisfied with the response, the teacher, Association Representative (if requested) and Association President or UniServ Director may appeal to the Chief Academic Officer who shall attempt to meet the teacher's concerns.*
4. *The Chief Academic Officer shall inform the teacher of the decision using the approved District form as soon as practical and no later than within 10 work days, and that decision shall be final."*

Appeal requested: _____

Date

Outcome of appeal:

Completed by: _____

Name Date