

**DEPARTEMENT
BILDUNG, KULTUR UND SPORT**
Abteilung Volksschule

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INFORMATION LEAFLET

**INFORMATION REGARDING PROMOTION FROM PRIMARY TO UPPER-LEVEL SCHOOL AND
TRANSFER OF SCHOOL TYPE WITHIN UPPER-LEVEL SCHOOLS.**

1. Recommendation procedures for promotion from primary school to upper-level school

Promotion from primary school to upper-level school (Bezirks-, Sekundar- und Realschule) is based on the primary school teacher's recommendation. The 6th grade interim report and the portfolio determine this recommendation. A minimum number of assessment documents (tests, meaningful work, assessment documents, etc.), determined by the number of lessons specified in the curriculum for a particular subject, are filed in the portfolio per school year. For example, if four lessons per week are specified, at least four assessment documents are required for the interim report and at least eight are required for the year-end report. A teacher explains and justifies his/her promotion recommendation to parents and to the pupil based on documents in this portfolio.

1.1 Procedure

During the second semester of the 5th grade and the first semester of the 6th grade, the teacher informs the parents and the student orally or in writing of the current performance and progress of the student. The teacher also explains which school type the student's performance tends to indicate and to what extent supportive measures might be possible within the parameters of classroom instruction. If this information is provided in writing, the parents or student are entitled to an explanatory conference.

In the 6th grade the teacher holds a conference with the parents and the student, at the latest in the time period between February and April.

The teacher and the parents as well as the pupil document their agreement regarding placement in writing at the promotion conference. If they cannot reach an agreement and any differences cannot be resolved in further discussions with all of those involved (parents, pupil, teacher), the office of the competent municipality¹ school board (Schulpflege) makes the placement decision. Parents and the pupil have the opportunity to present their arguments to the school board before this decision is reached. The promotion decision, including information regarding right of appeal, will be provided to parents in writing by the competent office. Parents and the pupil have the possibility to file a complaint opposing the decision with the regional school council (Schulrat des Bezirks) within 30 days.

¹ The municipal council has overall responsibility for the school. Appealable school decisions, such as career decisions, can be delegated by the municipal council to a member of the municipal council or to the school management. Each municipality defines in a set of regulations which body is responsible for making appealable school decisions.

2. Requirements for promotion to the advanced, intermediate and basic school

When recommending promotion to the advanced, intermediate or basic school the teacher takes into consideration: the student's achievement in the core and enrichment subjects, self discipline as well as the developmental prognosis.

2.1 Promotion to the advanced school (Bezirksschule)

Students are recommended for promotion to the advanced school whose 6th grade, mid-year reports document good to very good performance in the core subjects as well as predominately good performance in the enrichment subjects. In addition, students must excel in their ability to work independently, in their problem solving skills and comprehension. Evidence underscoring the ability to successfully complete advanced school must be provided.

2.2 Promotion to intermediate school (Sekundarschule)

Students are recommended for promotion to the intermediate school whose 6th grade, mid-year reports document predominately good performance in the core subjects as well as overall satisfactory performance in the enrichment subjects. Students must also be able to demonstrate the ability to work independently, have problem-solving skills and good comprehension. Evidence should show a favorable developmental prognosis for remaining in the intermediate school.

2.3 Promotion to the basic school (Realschule)

Students are recommended for promotion to basic school whose 6th grade, mid-year reports document predominantly satisfactory performance in the core and enrichment subjects.

3. Changing school type in upper-level school (Oberstufe)

The transfer to a higher achievement school type is also based on the recommendation process. Students with outstanding achievements in the core subjects and the recommendation of their teacher may transfer to the next-highest school level after the first semester of the first upper-school level class without repeating a school-year. It is also possible to change school type on the basis of the teacher's recommendation at the end of each school-year. Changing to a higher achievement level at the end of the school-year is possible with or without repeating the school-year, although the competent municipal office must review a transfer without repetition.

Repetition due to failure to meet the requirements for promotion is only possible in the basic school. Intermediate and advanced school students who haven't met the requirements for promotion will be directly transferred to the next lowest achievement level.