What is the E-CAST Resident & Permit Appeals Process?
The E-CAST Resident & Permit Appeals process is available to Principals who believe there is a significant error or omission to their school’s Resident & Permit forecast. For an appeal to receive consideration, it must meet specific criteria, and must be submitted online using the E-CAST 2016 Resident & Permit Appeals Module, by midnight, February 18, 2016.

Who is eligible to submit an online Resident & Permit Appeal?
A Principal or authorized representative of any school for which Master Planning and Demographics has developed a Resident & Permit forecast may submit an online appeal if they believe there is a significant error or omission to that forecast, provided they have already completed and submitted their regular E-CAST 2016 online application and their case meets specific criteria.

If I'm a Principal....
How do I submit an online Resident & Permit Appeal?
You must complete and submit your regular E-CAST application before you may make a Resident & Permit Appeal. Once you’ve submitted your regular E-CAST application, you will be allowed to enter the E-CAST 2016 Resident & Permit Appeals Module from your E-CAST Dashboard. Once you are in the Resident & Permit Appeals Module, simply complete the required activities on each screen and submit your appeal.

What must be included in an online Resident & Permit Appeal?
To receive consideration, an appeal must 1.) provide an acceptable justification for the proposed alternate forecast, 2.) show evidence demonstrating that the justification meets required criteria, 3.) include the alternate Resident & Permit forecast being proposed, and 4.) be submitted online, using the E-CAST 2016 Resident & Permit Appeals Module, by midnight, February 18, 2016.

What justifications are acceptable?
Acceptable justifications include, but are not limited to: two years’ significant difference between forecast and actual Norm Day enrollments; significant growth in month-to-month enrollment for new schools without enrollment histories; new residential construction in a school’s attendance area; and the closing of a charter / private / parochial school in a school’s attendance area. A detailed list of acceptable justifications and their specific required criteria is posted on the E-CAST website.

What are the required criteria for each justification?
Each acceptable justification has specific, required criteria that may serve as acceptable supporting evidence. Any of the criteria on the list, if they are properly documented and substantiated, may be considered appropriate justifications for a resident enrollment forecast appeal. A detailed list of acceptable justifications and their specific required criteria is posted on the E-CAST website.
Can I make my Resident & Permit Appeal by fax, email, phone, or postal mail?
NO. To receive consideration, a Resident & Permit Appeal must be made through E-CAST’s online Resident & Permit Appeals Module.

Do I have to submit a regular online E-CAST application before I can make a Resident & Permit Appeal?
YES. You must complete and submit your regular E-CAST application before you may make a Resident & Permit Appeal. Once you’ve submitted your regular E-CAST application, you will be allowed to enter the E-CAST 2016 Resident & Permit Appeals Module from your E-CAST Dashboard. Once you are in the Resident & Permit Appeals Module, simply complete the required activities on each screen and submit your appeal.

If I’m an Local District Administrator of Operations...
How do I decide whether or not to endorse a Principal's Resident & Permit Appeal?
For you to consider endorsing an appeal, it must 1.) provide an acceptable justification for the proposed alternate forecast, 2.) show evidence demonstrating that the justification meets required criteria, 3.) include the alternate Resident & Permit forecast being proposed, and 4.) be submitted online, using the E-CAST 2016 Resident & Permit Appeals Module, by midnight, February 18, 2016. If the appeal meets these conditions, you may review the proposed alternate forecast and justification and decide whether or not it merits your endorsement.

Some of the criteria are technical. I’m not sure that I’m qualified to evaluate a Resident & Permit Appeal.
As an Local District Administrator of Operations, your role is only to determine whether or not an appeal has met the minimum requirements and merits further consideration by Master Planning and Demographics - School Management Services (MPD-SMS). You are not expected to validate the appeal’s documentation or evaluate the demographic accuracy of its alternate forecast proposal. If you determine that an appeal 1.) provides an acceptable justification for the proposed alternate forecast, 2.) shows evidence demonstrating that the justification meets required criteria, 3.) includes the alternate Resident & Permit forecast being proposed, and 4.) was submitted online, using the E-CAST 2016 Resident & Permit Appeals Module, by midnight, February 18, 2016, then, based on your professional judgment, you may choose whether or not to endorse it for further consideration by MPD-SMS.

What steps do I follow to process a Principal's Resident & Permit Appeal?
On your E-CAST Resident & Permit Appeals screen, indicate whether or not the Principal’s appeal 1.) provided an acceptable justification for the proposed alternate forecast, 2.) showed evidence demonstrating that the justification meets required criteria, 3.) included the alternate Resident & Permit forecast being proposed, and 4.) was submitted online, using the E-CAST 2016 Resident & Permit Appeals Module, by midnight, February 18, 2016. Indicate whether or not you endorse it for further consideration by MPD-SMS by checking "Endorse" or "Do Not Endorse." Add comments if you wish, and submit it online by 5:00pm, February 26, 2016.
Frequently Asked Questions –
E-CAST Resident & Permit Appeal Process

What happens to an appeal after I’ve endorsed it and submitted it for review?
Master Planning and Demographics-School Management Services (MPD-SMS) will review the endorsed appeal and determine whether or not to recommend its approval to your Local District Superintendent, and to what extent, if any, the resident forecast should be adjusted. Your Local District Superintendent will make the final determination on the appeal by Friday, March 11, 2016, and will send the final determination to their Fiscal Services Manager and to MPD-SMS. The Fiscal Services Manager will notify the school’s Principal of the final determination on the appeal, and MPD-SMS will record it in E-CAST. Please note that even if a forecast appeal is approved during E-CAST 2016, a school’s final resource allocations for SY2016-17 will be made by Budget Services based on the school’s actual 2016 Norm Day enrollment.

What happens to an appeal if I decide NOT to endorse it?
If you decide that a school's appeal is not justified and does not merit any further consideration, and you submit a "Do Not Endorse" decision on your E-CAST Resident & Permit Appeals screen, the Resident & Permit forecast prepared for that school by Master Planning and Demographics will be recorded as the school's final forecast for SY 2016-2017.