



Highly Capable Program Appeals Form

Student: _____ Grade: _____

School: _____

Parents: _____

Address: _____

Phone (H) _____ (C) _____

Reason(s) for appeal (check all that apply): The appeal must include the reasons for the appeal as well as any supporting information.

- Error in Scoring
- Testing Bias
- Special Circumstances Reason(s) for Appeal: _____

(Parent/Guardian Signature)

Date

Send completed form, letter detailing the above reasons and supporting evidence to:

Director of Teaching and Learning
Vashon Island School District
P.O. Box 547
Vashon, WA 98070

or send as an attachment to: info@vashonsd.org

The appeal request and supporting evidence must be submitted to Vashon Island School District office within ten school days of receiving the Committee's decision. The Highly Capable Program Coordinator will review the student's file, assessment data, and additional evidence provided in the request for appeal. A decision will be made by the Highly Capable Program Coordinator within ten school days after receipt of the written request for reconsideration. The parent/legal guardian will be notified of the decision in writing. The decision of the Highly Capable Program Coordinator is final.

Process for Appeal

Parents/guardians have the right to appeal the multi-disciplinary selection committee's decision. Individuals appealing the selection committee's decision must submit a completed appeal form requesting review of selection/placement decision. Grounds for appeal include but are not limited to errors in scoring, testing bias against students who are members of a protected class, and special circumstances including unique, untestable characteristics evident in student performances or products.

The written appeal request must include reasons for the appeal and any supporting documentation. The appeal request and supporting evidence must be submitted to the Vashon Island School District Teaching and Learning Department within ten school days of receiving the Committee's decision regarding placement in the Highly Capable Program. The student's file, assessment data, and additional evidence provided in the request for appeal will be reviewed. A decision will be made by the Highly Capable Program Coordinator within ten school days after receipt of the written request for reconsideration. The parent/legal guardian will be notified of the decision in writing. The decision of the Highly Capable Program Coordinator is final.

Exit Process

The exit process from the program involves the teacher, student, parents, and school principal. Parents may remove their students from the program by contacting their student's teacher or principal. All placements in the program may undergo periodic review including assessment data, test scores, etc. to ensure that each student is demonstrating consistent academic progress.