



## Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2204 • [www.valleysd.org](http://www.valleysd.org)

### Highly Capable Program Appeal Request

Following determination and subsequent notification by the Multi-Disciplinary Selection and Placement Committee that a student referred or identified as eligible for participation in the Highly Capable Program is not in need of highly capable services, the parent has the opportunity to appeal the decision of the committee (one time only). An appeal also may be initiated by any interested person on a student's behalf with parental permission. The appeal must be received by the Highly Capable Program Coordinator within the timeframe stated on the attached Appeal Request form.

During the appeal review, the selection committee will consider the following compelling evidence:

- Information or data not previously examined, indicating the student's assessment results are not representative of his/her skills, knowledge and ability as an advanced learner.
- Information concerning an extraordinary condition or temporary circumstance that may have negatively affected the validity of the student's assessment results.
- An individual circumstance causing an inequitable application or misinterpretation of the identification criteria (for example, incorrect student information such as birthdate or grade level; proficiency with the English language).

An appeal request must include written rationale for reevaluation along with supporting data, details, statements or evidence from teachers or independent sources, including any out-of-district assessment data not previously considered, that demonstrates the student's outstanding academic, cognitive or creative abilities.

The decision regarding the appeal request will be based on the professional judgment of the selection committee. The decision will be to either gather additional or updated student data for evaluation, uphold the original decision, or reverse the decision to allow participation in the program. Any additional assessments must be initiated by the committee and administered by the district.

The decision of the committee is final; however, assessment for participation in the program is continuous and the student may qualify for participation in the future. Parents and/or the person filing the appeal will be informed of the committee's final decision in writing within thirty (30) days of receipt of the appeal request.

To file an appeal, please complete and submit the Appeal Request form and supporting documents to:

Valley School District  
Attn: Highly Capable Program Coordinator  
3030 Huffman Road  
Valley, Washington 99181

The goal of the district is to provide all students with academic services appropriate to their individual needs and abilities. We appreciate the interest in and consideration of the quality of our educational services for students and encourage parents and other individuals to share suggestions for the improvement of our program.



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## Highly Capable Program – Appeal Request

Please complete and return this form no later than [date] to the Valley School District Office or mail to:  
Valley School District, Attn: Highly Capable Program Coordinator, 3030 Huffman Road, Valley, WA 99181

DATE: \_\_\_\_\_

FOR SERVICES IN SCHOOL YEAR 20\_\_ / 20\_\_

STUDENT NAME: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

PARENT/GUARDIAN NAME (if requesting the appeal): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

INDIVIDUAL REQUESTING THE APPEAL (if other than parent): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ RELATIONSHIP TO THE STUDENT: \_\_\_\_\_

Please check the supportive documents attached for consideration by the Multi-Disciplinary Selection and Placement Committee:

- Written statement from parent and/or other individual explaining the rationale and supportive details for the appeal request (required).
- Additional evidence or data to support highly capable student achievement or ability, such as report cards, independent assessment results, etc. (required).
- A description or explanation of extraordinary conditions, circumstances or factors that provide a compelling reason for reevaluation of the student data or may impact the original decision of the committee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date