

## **GIFTED SERVICES PLACEMENT APPEAL PROCESS**

The appeal process is for initial placement into gifted services. Once a student has been considered for the KEY program, individual reassessment options are only available once a calendar school year.

Parents or guardians may appeal placement decisions by completing the Appeals Process form for reconsideration to the District Placement Committee. The District Placement Committee will review the request and determine appropriate next steps for gathering more data or further assessment options. Any further assessments would be done by the Eden Prairie School District.

### **APPEAL DUE DATES**

- Completing the Appeals Process Form (page 2 below), with specific rationale and supporting documentation for reconsideration are due within 10 days of the date of the original decision letter.
  - Send appeal letter:  
Email: [EPGiftedTalented@edenpr.org](mailto:EPGiftedTalented@edenpr.org)  
FAX: 952-975-7049  
Or  
Return to the Gifted & Talented Specialist at your child's school.
  - If further assessments are needed they will be completed within 10 days of processing the Appeals Form.
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## Eden Prairie Gifted Program Identification Appeal Form

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Street Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address(es): \_\_\_\_\_

### Informal Level:

Prior to the filing of a formal appeal, parents are encouraged to confer with the GT teacher to review the assessment process and discuss the results.

### Formal Level:

Appeals requests must be submitted within 10 days of the date of the original decision letter. In the absence of extenuating circumstances, late appeals will not be processed. The district placement committee will review the appeal request. If the appeal is accepted, the student will go through further testing and this information will go back to the district placement committee who will make the final decision. Appeal decisions will be emailed to the parents within 10 days of the District Placement Committee's decision.

Reason for Appeal (please choose one):

- There was an error in the original information submitted with the application. Documentation that can be verified must be attached.
- There is new information that was not available at the time of the initial nomination.
- There is a circumstance or condition that was not shared that affected the initial testing results.
- There is further testing which was not included in the KEY assessment process which highlights your child's academic needs
- Any other academic performance by your child which highlights your child's academic needs
- A condition or circumstance exists that you believe substantiates an appeal

On the lines below, please provide details of the circumstances leading to this request. You can also attach documentation relevant to the appeal. ***If no details or documentation are provided, this appeal will not be processed. There is no need to resubmit items that were submitted as part of the original application.***

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Email this form and all supporting documents to [EPgiftedtalented@edenpr.org](mailto:EPgiftedtalented@edenpr.org) or Mail to: Eden Prairie Schools, Attn: Sue Feigal-Hitch, 8100 School Rd, Eden Prairie MN 55344 or return to the Gifted and Talented Specialist-at your child's school.