

# Highly Capable Referral/Consent Form

## School Based (not QUEST) Program

Dear Parent(s)/Guardian(s):

The referral window for the HI-CAP program for students in grades 2-7, for placement beginning the following fall is open October 15<sup>th</sup>-January 15<sup>th</sup> each school year. For more information on this program, please follow this link: <https://www.rsd.edu/programs/highly-capable-programs>

Step 1: Students will be screened during January using the following:

- iReady Math and Reading: 90<sup>th</sup> percentile or higher

**Only students performing at or above cut in reading and/or math will be considered for the qualifying round of HI-CAP identification in the subject area(s) in which they qualify.**

Students who meet the screening requirement noted above **AND** also have the parent consent form on file at the **Richland School District Administration Building by January 15<sup>th</sup>** will qualify for further assessment for the Highly Capable Program and the following measures will be completed at your student's boundary school.

Steps:

2. MAP-Math(at or above 90%-ile) and/or MAP-Reading (at or above 90%-ile)
3. The Cognitive Abilities Test (CogAT) (at or above 90%-ile)
4. The McCarney School Version Rating Form (MSVRF) (Teacher Checklist)

Students must score high enough on one or both of the screeners (step 1) to be eligible for additional assessments for identification as HI-CAP (steps 2-4). Students must score at or above the 90<sup>th</sup> percentile on the MAP math assessment to be considered for HI-CAP Math. Students must score at or above the 90<sup>th</sup> percentile on the MAP reading assessment to be considered for HI-CAP reading. Finally, students must score at or above the 90<sup>th</sup> percentile on the CogAT for eligibility. Students may qualify in one or both content areas and a continuum of services will be provided.

In order to be considered for the Highly Capable Program you must provide written consent for the administration of the additional assessments noted above for the purpose of Highly Capable eligibility and submit this form by January 15<sup>th</sup>. Your signature below authorizes the Richland School District to pursue additional assessments as indicated above for the purpose of qualifying for the Highly Capable Program. Please complete **all** sections below:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Current Grade and School

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student gender

\_\_\_\_\_  
Student's date of birth

\_\_\_\_\_  
Parent Name: printed clearly

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Mailing address (street, city, zip code)

\_\_\_\_\_  
Email address

**Completed forms must be submitted to Toni Vonderhulls at 615 Snow Avenue,  
Richland WA 99352 no later than January 15<sup>th</sup>  
Forms submitted to individual schools or school staff will not be considered.**

### **Process for Appeal**

Parents/legal 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 (F-4) 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 Superintendent or designee within ten school days of receiving the Committee's decision. The Superintendent or designee will review the student's file, assessment data, and additional evidence provided in the request for appeal.

A decision will be made by the Superintendent or designee 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 Superintendent or designee is final.

### **Exit Process**

The exit process from the program involves the teacher, student, parents, the certificated coordinator and/or administrator with responsibility for the supervision of the District's highly capable program.

Parents may remove their students from the program by contacting their student's teacher, the certificated coordinator or administrator with responsibility for the supervision of the District's highly capable program.

All placements in the program are provisional and may undergo periodic review including assessment data, test scores, etc. to ensure that each student is demonstrating consistent academic progress. Should the determination be made that a student is not demonstrating consistent academic progress; a conference to discuss alternatives will be scheduled with parents, teacher, and the certificated coordinator or administrator with responsibility for the supervision of the District's highly capable program. This may result in a change of placement.

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