

Change of Service Request

Student Last Name:	Student First Name:
Student Current Grade:	Student Birthdate:
Current School:	Home School:

Current Highly Capable Placement:

- Middle School Quest
- Full-time Quest
- Pull-out Quest
- Kindergarten-5th Grade Highly Capable (K-5HC)
- None – student opted out of or declined LWSD Highly Capable Program services

Requested Change of Service:

- Opt out of all LWSD Highly Capable Programs
- Opt out of K-5HC Services and receive differentiated services in LWSD home school
- Opt out of Pull-out Quest and participate in K-5HC services
- Opt out of Pull-out Quest and receive differentiated services in LWSD home school
- Opt out of Full-time Quest and participate in Pull-out Quest
- Opt out of Full-time Quest and participate in K-5HC services
- Opt out of Full-time Quest and receive differentiated services in LWSD home school
- Opt out of Middle School Quest and receive differentiated services in LWSD home school

**The following changes require [Residency Verification](#) documents*

- Return to K-5HC Services (for students who previously participated in or declined K-5HC, Pull-Out Quest or Full-Time Quest)
- Return to Pull-out Quest (for students who previously participated in or declined Pull-Out Quest or Full-Time Quest)
- Return to Full-time Quest (for students who previously participated in or declined Full-Time Quest)
- Return to Middle School Quest (for students who previously participated in or declined Middle School Quest)

Requested Effective Date for Change of Service: _____

Reason for Change: _____

Parent/Guardian Name (please print): _____
Parent/Guardian Email: _____ **Phone #:** _____
Parent Signature: _____ **Date:** _____

INTERNAL USE ONLY

Reviewed by LWSD Highly Capable Program MSC: _____

 Placement Decision: _____ Date: _____

Highly Capable Programs

Parents of students participating in LWSD highly capable services may opt to withdraw from highly capable services at any time by submitting the Change of Service Request to the Accelerated Programs Office. Students will remain identified as highly capable. Students attending a LWSD school may receive differentiated instruction in their LWSD classroom. Students opting out of Full-Time Quest may request participation in either Pull-Out Quest or K-5HC services. Students opting out of Pull-Out Quest may request participation in K-5HC services.

If parents wish to have their student return to highly capable services, they may submit a Change of Service Request. Students who have been away from highly capable services for less than 12 calendar months may resume the same level of highly capable services. For an absence of longer than 12 calendar months, parents may submit a written request to resume highly capable services and attach report card grades and evidence that the student has participated in accelerated learning; the Multidisciplinary Selection Committee will consider the request.

Parents of newly identified highly capable students may opt to decline services. Students will remain identified as highly capable. Students attending a LWSD school may receive differentiated instruction in their LWSD classroom. After declining highly capable services, parents who wish to begin previously offered services may complete a Change of Service Request. Students wishing to begin services within 12 calendar months of the original start date will be scheduled for the same level of service. Requests for highly capable services starting more than 12 calendar months after the original start date must be reviewed by the Multidisciplinary Selection Committee; submit a Change of Service Request along with report card data and documentation showing accelerated learning for review.

NOTES:

- Students must reside in LWSD boundaries to participate in LWSD Highly Capable Services.
- If your student is returning to services after having opted out or having opted for a different level of services, please also submit Residency Verification with your Change of Service Request.
- School assignment and classroom placement are subject to change.
- Change of Service Requests (with any supplemental documentation) should be emailed to quest@lwsd.org.

Please visit the Accelerated Programs website at www.lwsd.org/hcp or contact the Accelerated Programs Office by email at quest@lwsd.org or by phone at 425-936-1238 for more information.