

## Highly Capable Appeals Process:

To appeal the MDSC decision, complete the attached form and submit with a written, one-page letter and any additional documentation. The process for appeal is for the eligibility/non-eligibility decision only. The appeal process is not for the specific service model/program that is offered to an eligible student.

Appeals must be submitted within 15 school days of receiving a non-eligible decision.

Appeals must contain additional documentation (including any outside cognitive assessments or achievement assessments that were not considered in the original nomination packet) and must support one or more of the conditions listed below.

Please note that teachers are not involved in the appeal process. Therefore, teacher documentation will not be accepted as part of the appeal.

**Under State guidelines there are three reason/circumstances in which an appeal can be considered:**

1. **Misinterpretation of testing scores** (*for example, incorrect birthdate or grade level used to score*)
2. **Inequitable application of the identification procedures** (*for example language and cultural barriers, however this is not a factor with NNAT screening*)
3. **Extraordinary and temporary circumstance that negatively affected the validity of the test results** (*for example a traumatic event or physical distress immediately preceding the test*)

The district's Appeals Committee will review the student's file, assessment profile data, and the additional evidence provided in the request for appeal. The Appeals Committee is composed of: a special teacher (if a special teacher is not available, a classroom teacher will be appointed); a psychologist or other qualified practitioner with the training to interpret cognitive and achievement test results; a certified coordinator or administrator with the responsibility for the supervision of the district's highly capable program; and additional professionals if any, that the district deems desirable.

The Appeals Committee will make a decision within 30 school days after receipt of written request for reconsideration. The parent/legal guardian will be notified of the decision in writing. The decision of the Appeals Committee is final.

Send the completed appeal form and other materials to the Highly Capable Office at Tacoma Public Schools, 601 South 8<sup>th</sup> Street, Tacoma, WA 98405. Alternatively send by fax to 253-571-1189 or email [hcservices@tacoma.k12.wa.us](mailto:hcservices@tacoma.k12.wa.us).

Date: \_\_\_\_\_

Child's first name: \_\_\_\_\_ Child's last name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Child's Current Grade: \_\_\_\_\_ Student ID (if known): \_\_\_\_\_

Child's School: \_\_\_\_\_ Child's Teacher: \_\_\_\_\_

**Reason(s) for Appeal:** Must be at least one of the three reasons stated below. Please explain in the attached letter.

- Misinterpretation of testing scores.**  
*(for example, incorrect birthdate or grade level used to score)*
- Inequitable application of the identification procedures.**  
*(for example. language and cultural barriers, however this is not a factor with NNAT screening)*
- Extraordinary and temporary circumstance that negatively affected the validity of the test results.**  
*(for example. a traumatic event or physical distress immediately preceding the test)*

**Additional Cognitive and/or Achievement Assessment(s)**

Please list additional assessments NOT considered in the original MDSC review and attach documentation.

---



---



---

**Yes, I have attached a one-page letter and documentation to support my child's eligibility for highly capable services.**

\_\_\_\_\_  
Print Parent Guardian Name

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