

## Highly Capable Referral/Consent Form

### QUEST Program Grades 3-5

Dear Parent(s)/Guardian(s):

The referral window for next school year's QUEST Program (serving grades 3-5) is open through January 15th. For more information on this program please follow this link:

<https://www.rsd.edu/programs/highly-capable-programs>

Students who are referred and have a signed consent form on file at the **Richland School District administration building by January 15<sup>th</sup>** will be screened in January using the Winter i-Ready assessments. Only students performing at or above the 90<sup>th</sup> percentile in reading and math will be considered for the qualifying round of HI-CAP identification.

Students who meet the screening requirements noted above will qualify for access to additional assessments for the Highly Capable Program identification.

1. Winter MAP (Math and Reading)
2. The Cognitive Abilities Test (CogAT)
3. The McCarney School Version Rating Form (MSVRF) (Teacher Checklist)

Students applying for entry into this QUEST program will need to score at or above the 90<sup>th</sup> percentile on the MAP as well as the CogAT to be considered for placement in the program. These scores along with the scores on the MSVRF (teacher survey) will determine the rank order for selection into the QUEST program in grades 3-5. Students who qualify but do not receive an invitation to the QUEST program due to space limitations will receive HI-CAP support at their attendance area school.

Your signature below authorizes the Richland School District to pursue additional assessments as indicated above for the purposes of qualifying for the Highly Capable QUEST Program and rank ordering your student for consideration into a Highly Capable QUEST Program Classroom at Lewis & Clark Elementary. 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 6972 Keene Road, West Richland WA 99353 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.

**Completed forms must be submitted to Toni Vonderhulls at 6972 Keene Road, West Richland WA 99353 no later than January 15<sup>th</sup>.**

**Forms submitted to individual schools or school staff will not be considered.**