

# Kennewick School District Highly Capable Program Appeals Form

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Home School: \_\_\_\_\_

Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_

Reason(s) for appeal (check all that apply): The appeal must include the reasons for the appeal as well as any supporting information.

- Error in Scoring
- Testing Bias
- Special Circumstances

Reason(s) for Appeal:

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\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
DATE

Send completed form and supporting evidence to the Highly Capable Program office at: 1000 West 4<sup>th</sup> Avenue, Kennewick WA 99336; or send as an attachment to: [jolene.carlson@ksd.org](mailto:jolene.carlson@ksd.org)

The appeal request and supporting evidence must be submitted to the Kennewick School District Highly Capable Program office within ten school days of receiving the Committee's decision. The Highly Capable Program Coordinator will review the student's file, assessment data, and additional evidence provided in the request for appeal.

A decision will be made by the Highly Capable Program Coordinator 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 Highly Capable Program Coordinator is final.

### **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 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 Kennewick School District Curriculum Department within ten school days of receiving the Committee's decision regarding placement in the Highly Capable Program. The student's file, assessment data, and additional evidence provided in the request for appeal will be reviewed.

A decision will be made by the Highly Capable Program Coordinator 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 Highly Capable Program Coordinator is final.

### **Exit Process**

The exit process from the program involves the teacher, student, parents, school principal and the Highly Capable Program Coordinator.

Parents may remove their students from the program by contacting their student's teacher, principal or the Highly Capable Program Coordinator.

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, principal and/or the Highly Capable Program Coordinator. This may result in a change of placement.