

# Highly Capable Referral/Consent Form

## School Based Program (Fall window: K-8 students new to RSD)

Dear Parent(s)/Guardian(s):

The referral window for the HI-CAP program for Kindergarten is through October 15th each school year. For more information on this program please follow this link: <http://www.rsd.edu/resources/highly-capable-programs.html>

Step 1: All kindergarten students with parent consent form on file at the Richland TLAC Building by October 15th will be screened during the fall using data from 2 or more of the following:

- WaKIDS
- Naglieri NonVerbal Ability Test (NNAT)
- MAP K-2 (Screener)
- ELPA21 (if applicable)
- iReady (if available)
- Cognitive Abilities Test (CogAT) Screener

Students who have the parent consent form on file at the **Richland TLAC Building by October 15<sup>th</sup>** will qualify for consideration for the school based Highly Capable Program. A multidisciplinary selection committee of qualified District personnel (WAC 392-170-055: 392-170-070) reviews test results, approves selections for the program and reviews appeals. They meet to determine placement, consider appeals and review students new to the District. Students who were in a Gifted or Highly Capable program in another school district can submit assessment results from their previous district to the Assistant Director of State and Federal Programs.

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.

In order to be considered for the Highly Capable Program you must provide written consent and submit this form by October 15<sup>th</sup>. Your signature below authorizes the Richland School District to review 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 6972 Keene Road, West Richland, WA 99353 no later than October 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.

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