



## Snohomish School District

### Highly Capable Program Referral Packet Overview

*Kindergarten – 2<sup>nd</sup> Grade Referral & Permission to Test*

This packet contains all the Parent/ Guardian forms needed for students in Kindergarten through 2<sup>nd</sup> grade to test and be considered for highly capable services. In grades K-3, highly capable services are provided in the general education classroom at the student's home school. All second-grade students are universally screened, unless opted out. To participate in the testing, forms must be submitted.

#### Contents

- Parent/Guardian information (to be retained at home)
- Permission to Test Form (to be completed by the parent/guardian)
- Parent/Guardian Student Inventory (to be completed by the parent/guardian of the student or other interested party)

Please return the Permission to Test Form and the Parent/Guardian Student Inventory to the district Resource and Service Center located at 1601 Avenue D, Snohomish, WA 98290 or to your child's home school. Once we've received a complete family packet, our office will request a Teacher's Student Inventory Form to your student's current teacher. **Referral packets are due to the district Resource and Service Center by November 5, 2025.** You may choose to submit the forms electronically through ParentSquare or complete the hardcopy.

#### Testing Information

Referred students will be assessed at their home school, during the school day, in November or December. You will receive notification of testing date(s) by email from your school or from the district office approximately two weeks prior to testing. All testing materials are provided. Results will be mailed to parents/guardians. Students who do not qualify for Highly Capable services must wait until the next school year before a new referral can be submitted.

#### Identification Process

The multidisciplinary placement committee will review multiple criteria: Parent/Guardian Student Inventory, Teacher's Student Inventory, and assessment data to determine if the student will be identified to receive Highly Capable services. Following the multidisciplinary committee meeting in February, a letter with your child's scores, the placement decision, and information on appeals will be mailed home. Highly Capable services will begin in February 2026.

For questions contact Brianne Loomis at [brianne.loomis@sno.wednet.edu](mailto:brianne.loomis@sno.wednet.edu) (360-563-7296) or Nina Hoffar at [nina.hoffar@sno.wednet.edu](mailto:nina.hoffar@sno.wednet.edu) (360-563-7284).

*The Snohomish School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, immigration or citizenship status, age, veteran or military status, sexual orientation, gender expression, gender identity, homelessness, disability, neurodivergence, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.*

*The following employees have been designated to handle questions and complaints of alleged discrimination, and all are located at 1601 Avenue D, Snohomish, WA 98290: Civil Rights Coordinator and Title IX Coordinator – Darryl Pernat, 360-563-7285, [darryl.pernat@sno.wednet.edu](mailto:darryl.pernat@sno.wednet.edu); Shantel Strandt, 360-563-7229, [shantel.strandt@sno.wednet.edu](mailto:shantel.strandt@sno.wednet.edu); Student ADA and Section 504 Coordinator - Wendy McCulloch, 360-563-7308, [wendy.mcculloch@sno.wednet.edu](mailto:wendy.mcculloch@sno.wednet.edu); Applicant and Employee ADA Coordinator – Shantel Strandt, 360-563-7229; and Harassment, Intimidation and Bullying Coordinator – Jennifer Harlan, 360-563-7375, [jennifer.harlan@sno.wednet.edu](mailto:jennifer.harlan@sno.wednet.edu).*

**Please return forms to your school's office or directly to the district's Resource and Service Center by November 5, 2025.**  
Forms may also be completed online through ParentSquare.

**Parent/guardian information****Please detach from application and retain at home****Highly Capable Program Overview  
2025-2026 School Year**

Students who perform or show potential for performing at significantly advanced academic levels when compared to their peers may benefit from receiving highly capable services. The highly capable program fosters academic excellence through a variety of instructional strategies based on student needs and learning opportunities. These strategies may include differentiation, project-based learning and learning opportunities around critical, creative and evaluative thinking.

**Snohomish SD Highly Capable Program****Elementary School: Grades K-3**

Students identified for Math and/or Literacy in the K-3 Highly Capable Program will receive highly capable domain services at their home school in the classroom. Challenging learning opportunities may include cluster grouping, pre-assessment, acceleration, open ended questioning strategies, compacting of the curriculum, independent study, flexible and interest grouping, extension options and problem solving. There will be an emphasis on providing our K-3 students with critical, creative and evaluative thinking opportunities in their general education classrooms.

**Elementary School: Grades 4-6**

Students identified for the 4/5/6 Highly Capable Program are offered placement in a self-contained highly capable class. This is a full-time, multi-grade level class that emphasizes depth, complexity and acceleration. Differentiated instruction within each classroom may include one or more of the following strategies: pre-assessment, tiered lessons, open ended questioning strategies and higher-level thinking skills. There are opportunities for students to make independent choices when appropriate in content, process and product.

**Middle School: Grades 7-8**

Middle school honors classes offer advanced pathway courses in language arts and math. Information and course descriptions, along with the registration process, will be available in late spring at the schools.

**High School: Grades 9-12**

The district will offer high school students program alternatives that may include accelerated learning and advanced placement opportunities. There are a variety of options at the high school level to provide rigorous learning opportunities for students through acceleration, abstract thinking, complexity, and depth. Students may self-select honors courses, Advance Placement (AP) courses, Running Start, College in the High School, advanced courses in CTE (including Tech Prep) and the arts.

**Appeal process**

Parents/guardians of a student who does not qualify have the right to appeal the multidisciplinary placement committee's decision by submitting a letter requesting review of the placement decision. The written request must include reasons for the appeal and any outside standardized assessment data that represents evidence of significantly advanced cognitive or academic levels and/or outstanding intellectual, academic or creative abilities. The appeal request and supporting evidence must be submitted to the Highly Capable Program TOSA by **March 18, 2026**.

The district's Appeals Committee will review the student's file, assessment profile data, and additional evidence provided in the request for appeal. The Appeals Committee is composed of the Highly Capable Program specialist, two administrators, a Highly Capable Program teacher (if a Highly Capable teacher is not available, a classroom teacher shall be appointed), and a psychologist or other qualified practitioner with the training to interpret cognitive and achievement test results.

The decision of the Appeals Committee may include:

1. Upholding the original decision of the multidisciplinary placement committee
2. Reversing the decision of the multidisciplinary placement committee

A decision will be made by the Appeals Committee within ten school business days after the final due date of written appeals. The parent/guardian will be notified of the decision in writing. The decision of the Appeals Committee is final.

**Exit process**

The exit process may be initiated for students who no longer demonstrate a need for Highly Capable Program services. A request may be made by a teacher or program administrator for Highly Capable student identification and placement discontinuation. A multidisciplinary placement committee will convene a meeting to review the student's profile to determine if the placement and services are appropriate for the student, based on academic, social/emotional, behavioral and/or attendance information. The multidisciplinary placement committee may request additional evidence of student capabilities and/or willingness to participate in the program. If the committee determines that the student no longer qualifies for Highly Capable Program services, it may be recommended that the student is exited from the program. The parent will be notified in writing of the committee's decision and any steps to appeal the decision will be provided.

A parent/guardian may request that the student be withdrawn from the program, or a student may voluntarily withdraw from the program. A meeting will be convened by the Highly Capable Program specialist or school administrator to discuss the request. If the parent/guardian desires to withdraw the student from the program, the student will be exited from the program. A multidisciplinary placement committee will determine if identification procedures are necessary for students wishing to reenter the program in the future.