Frequently Asked Questions

PEAK Appeals Process
Liberty Public Schools

Who should I contact with questions?

- Contact the Gifted Process and Testing Coordinator, Melissa Englert, by email at melissa.englert@lps53.org or 816-736-5322.

What is the appeals process?

- As part of the PEAK Screening, Testing, and Identification Process, families can request a review of how the district made a decision regarding student eligibility for local gifted programming. This is referred to as "a request to review the decision-making process" or the "appeals process."

Who can submit an appeal?

- The parents/guardians of a student can submit an appeal.

Is there a due date for appeals?

- There isn't a due date for appeals. There are testing windows that determine the placement timing of eligible students. For example, 1st graders are tested during the school year, and those who are found eligible for local gifted programming are placed as a second-grade cohort early in the next school year.

How do I submit an appeal?

- Access a copy of the appeal form
- Families can complete the appeal form in one of these ways:
    - Edit the PDF linked above
    - Print and complete the PDF linked above
    - Answer the questions via email
    - Answer the questions in a Word document
- Once you have completed the appeal form, please share it with Melissa Englert at melissa.englert@lps53.org or submit a paper copy at the District Administration Office, 8 Victory Lane, Liberty, Missouri.

What happens after an appeal is submitted?

- The appeals committee will meet and review the information provided by the family, along with testing information on file with the district.
- The committee usually makes one of two recommendations:
    - Conduct additional testing to determine student eligibility for local gifted programming
    - Accept the current testing results on file with the district and have the student participate in the next universal screening grade level (1st, 3rd, 5th, or 7th grades)

What happens after the appeals committee meets?

- Melissa Englert, Gifted Process and Testing Coordinator, will share updates with the family