



# North Thurston Public Schools

Assessment Department, 305 College St NE, Lacey WA 98516  
Tel 360-412-4497 Fax 360-412-4555 Email [assessment@ntps.org](mailto:assessment@ntps.org)

## Highly Capable Program (HCP) - Appeal

Parents/guardians may appeal a decision made by the Multi-Disciplinary Selection Committee (MDSC) related to Highly Capable Program identification or a district-initiated exit. Appeals follow North Thurston Public Schools Procedure 2190P and Washington Administrative Code (WAC 392-170-076).

Appeals may not be submitted for placement decisions or universal screening results.

Evaluations from outside agencies and/or medical professionals (e.g. private testing) will not be accepted as evidence. Families do not need to request letters of recommendation or additional documents from teachers, as the district already has access to students' NTPS data.

The purpose of the appeal process is to review any unique circumstances that may have impacted a student's evaluation. NTPS is committed to ensuring each student receives appropriate academic services.

## Student and Parent/Guardian Information

Name of Student: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Current School: \_\_\_\_\_

Date of Testing: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State Zip Code

Tel: Home \_\_\_\_\_ Cell \_\_\_\_\_ Alternate \_\_\_\_\_

Email: \_\_\_\_\_

## Appeal Type

Appeal of HCP Identification

An appeal of HCP identification may only be filed based on one or both of the following: *(check all that apply)*

- a condition or circumstance has caused a misinterpretation of the results; and/or
- an inequitable application of the identification process.

Appeals must be submitted within fifteen (15) days of the date of the original decision letter and include reasons and supporting evidence that one or both above conditions occurred.

Please use the space below to explain the circumstances related to this appeal and attach all relevant documentation. Appeals submitted without explanation or supporting evidence will not be processed. There is no need to resubmit materials already provided with the original application.

**Appeal of District-Initiated HCP Exit**

If you do not agree with a district-initiated exit from the Highly Capable Program, you may submit an appeal. Appeals must be submitted within fifteen (15) days of the date of the original HCP exit notification letter and must include supporting documentation.

Your appeal must explain the reason(s) for the request and include:

- Evidence of significantly advanced academic achievement within the past 12 months; and
- Evidence of your student’s interest and willingness to participate in the program (for example, notes, conversations, or work samples).

Please use the space below to explain the circumstances related to this appeal and attach all relevant documentation. Appeals submitted without explanation or supporting evidence will not be processed.

## Parent/Guardian Certification

I affirm that the information provided in this appeal is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appeal Review Timeline

Appeals are reviewed by the Superintendent's designee in consultation with the Director of Student Information & Intervention Systems. Findings are reported in a letter to parent(s)/guardian(s) no later than fifteen (15) days after the appeal has been received. The findings are considered final and not subject to further appeal.

<b>Mail to:</b> North Thurston Public Schools Assessment Department 305 College St NE Lacey, WA 98516 <b>Or email to:</b> <a href="mailto:assessment@ntps.org">assessment@ntps.org</a>	<b>Date Received (Office Use Only):</b>
<b>Appeal Decision (Office Use Only):</b> <input type="checkbox"/> Appeal Granted <input type="checkbox"/> Appeal Denied  <b>Date of Decision:</b>	<b>Comments (Office Use Only):</b>