

## HI-CAP 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 your school counselor who will forward them to the Superintendent or designee.

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.

**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.

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.