

## APPEALS

Parents/Guardians may appeal the decision of the Multidisciplinary Committee. An appeal must be based upon one of the following conditions:

- **A condition or circumstance believed to have caused a misinterpretation of the testing results.** i.e., incorrect birthdate or grade level used in calculating the student's score
- **An inequitable application of the identification procedures.** i.e., the applicant's proficiency with the English language.
- **An extraordinary and temporary circumstance that negatively affected the validity of the test results.** i.e., a traumatic event or physical distress immediately preceding the test.

If you believe one of these conditions applies to your child, you will need to submit an appeal that includes any of the following items and information within 10 days of notification of qualification results to the Highly Capable Program Coordinator at [hcp.osd.wednet.edu](http://hcp.osd.wednet.edu) or to the OSD Highly Capable Program Coordinator 111 Bethel Street NE, Olympia, WA 98506. The letter should include your name, address, and phone number as well as your child's name, grade and school:

- Letter of support from the parent/guardian providing compelling information demonstrating the test scores are not representative of the child's abilities.
- Teacher recommendation and current sample of work.
- Copy of most recent report card.
- Previous scores from achievement and ability tests.
- Pertinent information supplied by a school or license psychologist.
- A written explanation of any extraordinary and/or temporary circumstance that negatively affected the validity of the test results (i.e., applicants proficiency with the English language, traumatic event or physical distress immediately preceding the test.
- Any additional supporting evidence you feel would justify your child being reconsidered based on the State's definition of *"highly capable students are students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. Outstanding abilities are seen within students' general intellectual aptitudes, specific academic abilities, and/or creative productivities within a specific domain."* (WAC 392-170-035)

Appeals are reviewed by an Appeals Committee that consists of a psychologist or other individual who can interpret cognitive and achievement test results, principal, teacher and any other professionals the District has chosen to place on the committee. All submitted documents are closely and carefully reviewed. The Committee is looking for evidence that the results of the testing are not a true representation of the child's abilities. Parents/Guardians will be notified with recommendations for one of the following:

- Identification of student as "most highly capable"
- Referral for next year's screening
- Not eligible for the Highly Capable Program

The decision of the Appeals Committee is final.