

Appeal Process

The Everett Public Schools, in compliance with the Washington State rules for Highly Capable Programs (WAC 392-170-047), has an appeal process. Decisions of the Highly Capable Selection Committee can be appealed only in the spring of the same school year in which the student was tested. Appeals may only be made based upon one of the following conditions:

1. An extraordinary circumstance occurred during testing that may have negatively affected the validity of the test results (i.e., traumatic event or an illness preventing completion of the test).
2. A misapplication or miscalculation of the assessment data by the selection committee due to an incorrect birthdate or grade level used in calculating the student's score.

The following procedures are in place for an appeal:

1. An appeal form is available through the Highly Capable Program office by calling (425) 385-4033.
2. All completed appeal forms and supporting evidence must be submitted to the Highly Capable Program office by the specified appeals deadline. Outside cognitive testing or evaluations will not be accepted as supporting documentation for the appeals process.
3. The appeal will be reviewed by the Highly Capable Selection team shortly after the appeals deadline.
4. The decision of the Highly Capable Selection Committee on all appeals is final.

Please mail, e-mail, fax, or deliver the completed appeal form to the:

Everett Public Schools
Highly Capable Program
3900 Broadway
Everett, WA 98201
FAX 425-385-4052
rhowe@everettsd.org