



Highly Capable
Selection Decision Appeal Form for 2024-25 School Year

Student Last Name	First Name	Student ID
Date of Birth (MM/DD/YYYY)	Current Grade	Current School
Please indicate the reason for the appeal and provide an explanation:		
	1. A misapplication or miscalculation of the assessment data. (for example, an incorrect birth date or grade level used in calculation of the student's score). 2. 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).	

Explanation (attach any information that further supports your appeal):

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Print Parent/Guardian Name	Parent/Guardian Signature	Date
Preferred Email (please print clearly)	Preferred Phone Number	Secondary Phone Number

Return this form with any supporting documentation no later than 4:30 p.m. on August 30, 2024. Please email the completed form to the Highly Capable Program office at highlycapable@everettsd.org.



HIGHLY CAPABLE PROGRAM
P-5 Instruction Anne J. Arnold, Director
Phone: 425-385-4033 / Email: highlycapable@everettsd.org

HIGHLY CAPABLE PROGRAM 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. If you do not agree with the selection decision and you wish to appeal, you must complete a Selection Decision Appeal form. Please contact our office to acquire an appeal form. Email to: highlycapable@everettsd.org. You will receive an email confirmation upon receipt of our submission. If you don't receive a confirmation of receipt after sending, please call 425-385-4033. Please be aware that the selection decision appeal must be based upon one of the following conditions:

1. A condition or circumstance believed to have caused a misinterpretation of the testing results, (i.e., an incorrect birthdate or grade level used in calculation of the student's score).
2. An inequitable application of the identification procedures (i.e., the applicant's proficiency with the English language).
3. 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).

An appeal submitted for reasons other than above will be denied. An appeal to the selection decision committee can only be submitted for the above stated reasons.

No outside testing will be considered. The decision of the Appeal Review Team is final.

The deadline for submission of a formal appeal is (10) ten workdays from the date of notification of student score results.

HIGHLY CAPABLE PROGRAM EXIT PROCEDURE

The Everett Public Schools, in compliance with the Washington State rules for Highly Capable Programs (WAC 392-170-047), has a procedure to allow students to exit the Highly Capable Program. The Highly Capable Program consists of a variety of models and services and therefore is dynamic and fluid. Students will be exited from the program for one of the following reasons:

1. Parents/guardians request that the student no longer take part in the services. In this case the parent/guardian completes the exit request form and provides the completed form to the P-5 Instruction and Early Learning office located at 3900 Broadway, Everett, WA 98201. The form will then be placed in the student's file.
2. Once a student is placed in HC services, that student will remain in HC services unless it is evident that the student is consistently having difficulty. School staff members and parents/guardians will meet to discuss student progress and support. Placement in HC services will be reviewed to determine if it is in the best interest of the student. The decision to exit a student from the program will be based on data demonstrating that the student is consistently struggling to meet HC standards.