

Tacoma Public Schools
Highly Capable Program Office, Room 328
601 S 8th St.
Tacoma, WA 98401-1357

The Highly Capable Program

Appeal Process

For further information, please call 253.571.1120.

Students who do not meet the criteria for selection may appeal the decision of the Central Screening Committee. It is recommended that the parent(s) meet with the staff and administration at the child's home school to discuss the appropriateness of an appeal and items that might be included. Appeals must be submitted within three (3) weeks of notification of placement decision. Please submit all appeal materials to the Highly Capable Program Office. The appeal should include:

- Letter of support from the parent-- provide compelling information that demonstrates that the test scores in your eligibility letter are not representative of your child's abilities.
- Completed teacher recommendation form and current sample of student work from the teacher
- Copies of report cards from the previous two years.

The appeal will be considered by the Central Screening Committee within the first three (3) weeks of September and recommendations will be made for one of the following:

- Continuation in the regular education program
- Placement in highly capable program on provisional status*
- Referral for next year's screening

*Students who are placed provisionally within the highly capable program are students who show a potential for advanced aptitude and achievement. Highly capable program teachers will be notified of students who are placed provisionally. Parents will be provided progress reports on a regular basis regarding success in the program. In the spring, or at semester break, program staff will make a recommendation for one of the following:

- Continued provisional placement for an additional semester or year.
- Removal of the provisional placement code, indicating that a placement is appropriate.
- Continued placement in general education program.