



Sequim School District No. 323

“Engage Empower Thrive”

503 North Sequim Avenue, Sequim, WA 98382
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www.sequimschools.org

Highly Capable Program Appeals Form

In compliance with Washington State rules for Highly Capable Programs, Sequim School District has an appeals process. (WAC 392-170-047) Please include reasons for your appeal and any supporting documentation.

This form must be turned in to the Highly Capable Program Coordinator at Sequim Middle School or the District Office by 4:00 pm on April 19, 2019.

The appeals form will be reviewed by the Multidisciplinary Selection Committee in a timely manner. The decision will be communicated in writing to parents/guardians. The decision of the District Selection Committee is final.

Student name _____

Grade _____ School _____

Please be aware that appeals **must** be based upon one of the following conditions:

1. A condition or circumstance believed to have caused a misinterpretation of the testing results, (for example, an incorrect birthdate or grade level used in calculation of the student’s score)
2. An extraordinary circumstance occurred during the testing period that may negatively affect the validity of the test results (such as a death in the family or extreme physical ailment) this must be communicated to this office in writing within two weeks of the final test date.
3. The suspicion of an error in the administration of the assessment.
4. A misapplication or miscalculation of the scores by the selection committee.

The deadline for submission of appeals for testing that took place in January and February of 2019 is 4 pm, April 19, 2019. New information, along with the student’s original scores, will be considered by the Multidisciplinary Selection Committee and the appeals decision will be sent to you by **May 10, 2019**. Further information regarding the appeals process will be included in the letter containing your child’s test results and eligibility notification. The decision of the Multidisciplinary Selection Committee is final.

Reason for appeal:

Parent/Guardian Signature

Date

If you have questions, please contact the Coordinator.

Thank you,

Jodi Olson

Coordinator, Highly Capable Program

jolson@sequimschools.org 360-775-7083

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinators, Civil Rights Compliance Coordinators: Randy Hill, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3261, rhill@sequimschools.org; and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3401, mduchow@sequimschools.org