

## **Appeals Procedure for Talented and Gifted Identification and Placement\*\***

Any parent/guardian wishing to request reconsideration of the identification and/or placement of their student in the district program for talented and gifted students may utilize the following appeals process. It is the district's desire and intent that satisfactory solutions can be reached during the informal process.

### **Informal Appeal Process**

1. The parent/guardian will contact the principal to request consideration.
2. The principal will confer with the parent/guardian and may include any additional appropriate persons, e.g., counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared.
3. If an agreement cannot be reached, the parent/guardian may initiate the formal process.

### **Formal Appeal Process**

1. Parent shall submit a written request for reconsideration of the identification/placement to the director of special education.
2. The director of special education shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the principal.
3. The director of special education and other appropriate staff shall review the student's file and earlier decisions regarding the identification and/or placement of the student within 10 working days of the original request. Additional information may be gathered at this time to support or change the earlier decision.
4. Parents may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parents are still dissatisfied, an appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR) may be used. The district shall provide a copy of the appropriate OAR upon request.