

**Appeal Procedure for Talented and Gifted Identification and Placement\*\***

The Board has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district program for talented and gifted (TAG) students and wish to request reconsideration. The district's desire and intent is to reach satisfactory solutions during the informal process.

**Informal Process:**

1. The parents will contact the district TAG coordinator/teacher to request reconsideration.
2. The TAG coordinator/teacher will confer with the parents and may include any additional appropriate person (e.g., principal, counselor, teacher, etc.). At this time, information pertinent to the selection or placement will be shared.
3. If an agreement cannot be reached, the parents may initiate the formal process.

**Formal Process**

1. Parents shall submit a written request for reconsideration of the identification/placement to the program supervisor.
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the Tag coordinator/teacher.
3. The program supervisors, TAG coordinator/teacher, and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered 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 procedure.
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent 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.