

Appeals Procedure for Talented and Gifted Identification and Placement**

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted (TAG) students as follows:

Informal Process

1. The parent(s) will contact the special services director to request reconsideration;
2. The director will confer with the parent(s) and may include any additional appropriate persons, 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 parent(s) may initiate the Formal Process.

Formal Process

1. Parent(s) shall submit a written request for reconsideration of the identification and/or placement to the special services director;
2. The director shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the teacher;
3. The director, 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. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the superintendent utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) 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 parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.