

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

The MESD 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 MESD's program for talented and gifted (TAG) students and wish to request reconsideration. MESD's desire and intent is to reach satisfactory solutions during the informal process:

### **Informal Process**

1. Parent(s) will contact the program supervisor to request reconsideration;
2. The program supervisor will confer with the parents and may include additional appropriate persons (e.g., principal, counselor, teacher, etc.). At this time, information pertinent to the selection or placement of a specific student will be shared with the parent(s);
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/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 supervisor, TAG coordinator/teacher and other appropriate persons 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 a 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 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 MESD Board;
8. If the parent(s) are still dissatisfied, the parent(s) may appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OARs). MESD shall provide a copy of the applicable OAR(s) upon request.