

## **Appeals 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 and/or services of/for their child in the district program for talented and gifted TAG students and wish to request reconsideration. It is the district's desire and intent that satisfactory solutions can be reached during the informal process:

### **Informal Process**

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher 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 or services 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/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within 5 working days and shall forward copies of the request and acknowledgement to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher, and other appropriate administrator shall review the student's file and earlier decisions within 15 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 review school/district data and 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 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 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.

## Talented and Gifted Standards Complaint Form

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_ (Evenings) \_\_\_\_\_

Date of Complaint \_\_\_\_\_

1. What is the nature of your complaint? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. What is the district currently doing? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. In your opinion, in what way is this situation a violation of state standards? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. What do you feel the district should be doing? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Other pertinent comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date