

**CENTRAL KITSAP SCHOOL DISTRICT**  
**Highly Capable Program -- APPEAL FORM**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

This form is to appeal the Highly Capable Program eligibility or placement decision for your child. Members of the District Multidisciplinary Selection Team (DMST) will consider the appeal (A school psychologist or other qualified person to interpret cognitive and achievement test results, a teacher with special training in highly capable education, and a certificated coordinator/administrator. Other qualified professionals may be involved such as: learning specialists, classroom teachers, and/ or building mentors.) Each appeal will be reviewed on a timely basis. Parents will be notified by letter of the decision. District Highly Capable staff will consider placement appeals. For more information, contact Lara Richardson K-5 Highly Capable Specialist, 360-662-1729 or Erin Johnson 6-12 Highly Capable Specialist, 360-662-1735.

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**Highly Capable eligibility appeal is requested in the following areas:**

- ☐ Highly Capable services in English/Language Arts
- ☐ Highly Capable services in Mathematics
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- ☐ Request to **reconsider** Highly Capable program placement into a self-contained program (Venture/ Magnet)
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Describe or list below any factors that you would like to bring to the attention of the committee related to Highly Capable service areas (English/Language Arts and/or Mathematics). Examples of helpful supporting evidence include, but are not limited to:

- standardized measures from another school district
- classroom assessments

**Your signature grants permission for any further testing necessary to satisfy this appeal.**

Appeal submitted by \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip

Phone \_\_\_\_\_

Home

Work

Date

Email address: \_\_\_\_\_

Parent Signature (typed name indicates signature) \_\_\_\_\_

**Return by email to Lara Richardson [larar@ckschools.org](mailto:larar@ckschools.org) for K-5th grade or Erin Johnson [erinj@ckschools.org](mailto:erinj@ckschools.org) for 6th-12th grade.**

*(Rev. 10.2023) Appeal Form October 16, 2023*