

# **Appeal Process for Gifted Program Placement Wheaton-Warrenville Community Unit School District 200**

## **When is the appeal process appropriate?**

Initial placement in the District 200 gifted program was determined by a committee who established criteria for placement and compared each student's records to these criteria. These decisions were made carefully after considering student performance on tests and accompanying information regarding classroom performance. There are times when parents or teachers feel that the test results or recommendations do not reflect the capability of the student. If the building gifted specialist, school personnel, and/or parents feel the need for further placement evaluation, they may refer the student to the appeal committee.

## **What is the role of the gifted appeal committee?**

The gifted appeal committee is another team of professionals who will take an in-depth look at a student, examine data, and make a recommendation from a list of choices. The committee will review the information provided by parents and teachers along with the information collected for the initial placement decision.

## **When does this committee meet?**

The appeals committee meets three times per school year.

## **What are the possible appeal committee recommendations?**

1. Placement is accurate, no evidence to indicate incorrect placement.
2. Reason to believe that further testing is necessary. This option means that the student will be invited to test for the following school year.
3. On the basis of accompanying documentation and new information gleaned during the appeal process, the student will be placed in the gifted program in the appropriate subject area.

## **What are the standards for decisions?**

The goal of this committee is to be child-centered without changing the integrity of the identification process. Students will not be placed in the gifted program unless the committee consensus is clear that the child needs accelerated curriculum experiences in the areas of reading or math.

## **Steps for Completing Appeal Process**

### **Step 1:**

Parents or school personnel may originate the appeal process. If a parent or staff member is interested in appealing a student's placement, the first step is to print the appropriate appeal forms from the web site or call the Gifted Office for the forms. The appeal process does work within deadlines. It is important to adhere to the deadlines. Please call the Gifted Office for the current deadlines at 630-682-2010.

### **Step 2:**

The Appeal Request forms should be completed and sent to the Gifted Office. There are two appeal request forms. One appeal form is for the originator to complete and another appeal form is for an additional evaluator (such as a teacher). The second evaluation is not required, but often the originator will seek a supporting opinion. Each form should be sent (or delivered) directly to the Gifted Office by the person completing the form. This information is confidential and will be examined only by the committee.

### **Step 3:**

The appeal committee will meet and consider appeal requests, the existing identification information, and any other important information.

### **Step 4:**

The parent(s), building principal, and building gifted specialist will be notified regarding the outcome of the appeal process.

## **Instructions for Completing Appeal Request Form**

Please fill out the Appeal Request Form carefully. The originator is responsible for gathering information and documenting the behaviors. If additional persons are asked to complete appeal request forms, they should complete as much information as they are able. If a parent is initiating an appeal and would like to ask a teacher to fill out the additional form, there is a deadline for making such a request. Additional evaluators are not expected to document a specific number of behaviors. Teachers are not required to fill out the additional form. The originator will send (deliver) the Appeal Request Form and supporting documentation to the Gifted Office. Additional evaluators should return their forms directly to the Gifted Office. Please contact the Gifted Office for current deadlines.