



## **Highly Capable Program Placement Decision Appeals Process 2019-2020**

Thank you for your interest in Highline's Highly Capable program. Highly Capable services are designed for students who show high academic potential in several academic and cognitive domains. All students should receive academic challenge general education classroom. If you would like to appeal the placement decision for your child please follow the steps below:

1. Meet with your child's teacher or principal. Ask them to describe how your child is performing and what challenging opportunities are provided your child in their current classroom.
2. After meeting with the school, if you still believe that Highly Capable services would be the best fit for your student, complete the appeals form and submit it to Teaching, Learning and Leadership- Highly Capable. **All appeals must be received by Wednesday, June 12th.** Send appeals to:

Teaching, Learning and Leadership – Highly Capable Office  
Highline Public Schools  
15675 Ambaum Blvd. SW.  
Burien, WA 98166  
[highlycapable@highlineschools.org](mailto:highlycapable@highlineschools.org)  
Fax: 206-631-3388

The Multidisciplinary Committee will review all appeals and communicate their decision in writing to the parent/guardian.

Please note, if your child is not selected for the program this year, they will have the opportunity to be nominated and considered for the program next year.



## Highly Capable Services – Placement Decision Appeal Form 2019-2020

Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Contact Phone: (    ) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Name of Principal/Teacher met with: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Reason for Appeal:

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please complete and return no later than **4:30pm Wednesday, June 12, 2019** by:*

- Email to [highlycapable@highlineschools.org](mailto:highlycapable@highlineschools.org)
- Or Fax to 206-631-3388
- Or you may drop it off at our district office or send it via US Mail to this address:  
Highline Public Schools  
Teaching, Learning and Leadership– Highly Capable  
15675 Ambaum Blvd. SW, Burien, WA 98166