

Hamilton Heights High Ability Program

Request to Appeal Procedures

A student, parent, teacher, or administrator may appeal a placement decision on behalf of a student who does not qualify for the high ability program. Requests for appeals are to be made within the first two weeks of parent notification, by following the procedures below.

The concerned individual must submit a *Request for Appeal* form to Julie Gravely that includes the name of the student, the program under consideration (Language Arts, Math, or both) and the reason(s) for appealing the placement decision. The request of appeal must be accompanied by the following documentation and/or samples of student work that demonstrates the student's competency in academic areas being evaluated:

- Documentation and/or samples of student work that demonstrate the student performing at an outstanding level of accomplishment

OR

- Documentation of performance at or above the 96th percentile on a norm-referenced test of quantitative reasoning ability

Students or parents requesting an appeal may provide testing from an outside source, but would be responsible for any costs incurred. Outside tests must be administered by a licensed psychologist in private practice and not affiliated with a particular public or private school.

The appeal committee will review the information provided and make a thoughtful decision on a case-by-case, individual basis that is in the best interest of the student. Parents will receive written notification of the decision within one week of the committee's meeting date.

Please attach samples of student work and/or other documents, as outlined above, within two weeks of placement notification.

Send to:

Julie Gravely
High Ability Coordinator
25350 SR 19
Arcadia, IN 46030

or

jgravely@mail.hhsc.k12.in.us

Hamilton Heights High Ability Program
Request to Appeal

Date _____

Appeal is requested by: _____

Relationship to student: _____

Appeal is requested on behalf of:

Student: _____

Grade: _____

Classroom Teacher: _____

Requesting high ability placement for:

_____ Language Arts _____ Math _____ Both

Reason(s) presented for high ability placement consideration:

Parent/Guardian _____

Address _____

City, State, Zip _____