

# Appeals

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Timeline of Appeals-Parents may appeal the decision of the committee to the Cosmopolis Superintendent. Such an appeal must be submitted in writing with ten business days of receiving the final recommendation of the committee.

Appeals regarding assessment, selection, retention, and placement will be made to the multidisciplinary team which consists of a classroom teacher, an administrator and other professionals on the committee. A parent/guardian wishing to appeal program decisions will submit a request in writing to the Cosmopolis School Superintendent. The Highly Capable team will meet and review the appeal.

The Appeal letter will need to clearly outline the rationale for inclusion of the student after reviewing the assessment results letter with building administrator within two weeks of receipt. The Appeal letter should include supporting details for evidence of outstanding abilities of the student, inclusion work, or letters of recommendation from District Staff.

The Highly Capable team will meet and review the appeal and determine the appropriate action from the list below:

Continued denial from entry to the program based on data presented

Request for further testing

Request for further information and/ or data prior to making decision

Change of status to qualified

The decision will be based on the evidence presented and the consensus of the team.