

How do you file an appeal?

First, discuss your concern with the counselor on the student's campus. He/she may be able to answer questions you have about the testing and/or the GT identification process.

If you still feel an appeal is appropriate, write a letter to the principal requesting an appeal. The letter must include

- The student's name, grade, and school.
- The parent's name, home address, home and work phone numbers, and email address.
- A brief explanation of the reasons for the appeal. This should include why the data collected in the GT identification process do not accurately reflect the student's traits and abilities.

The letter requesting an appeal must be received by the principal on or before the due date specified in the parent notification letter.

What decisions may the appeals committee make?

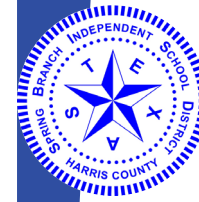
The appeals committee may

- identify the student as needing GT services in language arts/ social studies, mathematics/ science, or all core subject areas.
- request additional testing. This may occur when the student has documented special needs or the available data are highly conflicting.
- confirm the original decision made by the district GT identification committee.

How will I know the decision of the appeals committee?

The Advanced Academic Studies office will send a letter to you with the results of the appeals meeting within ten days of the appeal committee's meeting.

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**SPRING BRANCH
INDEPENDENT
SCHOOL DISTRICT**

Department of Advanced Academic Studies



**GT Identification
Appeals Process**

GT Appeals Process

What is an “appeal”?

An appeal is a request for a district level committee to examine additional information about a student’s qualifications for the GT program. It is made when a student does not initially qualify for the program.

Who may request an appeal?

A parent, teacher, school administrator, or student may request an appeal on a student’s behalf. The parents of the student must approve the appeal.

Must a student meet specific criteria in order for an appeal to be requested?

No. However, most appeals are made for students whose scores, particularly test scores, are very close to meeting the GT standard. The GT standard for test scores is an index score of 130.

What does the campus do after receiving the request for an appeal?

The counselor begins to compile current and previous information regarding the student to develop an appeals portfolio. This includes:

- planned experiences
- teacher rating scale
- parent inventory
- previous GT identification profiles (if applicable)
- previous test scores (including testing for special education)
- documentation provided by the student’s parents

All information will be brought before the district appeals committee. The committee will consider the information to make a decision regarding the student’s need for the special educational services provided in the Gifted/Talented Program.

No documentation will be returned.

What should I prepare for the appeals committee?

Provide the counselor with copies of documentation regarding the student’s traits and abilities. (No documentation will be returned.) This may include:

- Examples (no more than 3) of the student’s writing, drawings, or math applications that show superior ability and advanced thinking skills (well above grade level).
- A list of books the student has read independently within the last six months.
- A brief summary (one page) of the student’s extracurricular interests, hobbies, and strengths.
- Copies of test reports from testing conducted by clinicians outside of the school system.

Do **NOT** include:

- ∅ report cards
- ∅ TAKS scores
- ∅ workbooks or worksheets
- ∅ certificates, trophies, or plaques