

District 97 GTD Direct Services Appeals Process Guidelines

Appeals Process

Parents, Guardians, or teachers may submit an appeal request for Direct GTD Resource services in the subject areas of math and/or language arts on behalf of 3rd-5th grade students who do not qualify for the program as outlined in the GTD Program Guidelines.

- _____ Discussion of need for GTD Services (pull-out) between parent and current/prior year's classroom teacher.
- _____ Review the District 97 criteria for qualifying for Direct GTD Services
- _____ Gather support and evidence (see below)
- _____ Fill out appeals form.
- _____ Submit appeals form, student work, and evidence to GTD Resource Teacher to be reviewed by GTD Team.

Time Line:

Appeals will only be accepted before October 31 following notification of fall MAP scores and before February 15 following notification of winter MAP scores.

After the appeal is filed, the review team will issue a written final decision within 30 days of the appeal. This written notice will include the reason(s) for the decision.

The committee's decision may include one of the following:

- Uphold the original decision of the identification and placement committee
- Reverse the decision of the identification and placement committee
- Gather additional or updated data

Please note that placement decisions are reversed only in instances where extensive documentation is presented providing significant evidence that the child's knowledge, skills, and abilities indicate need for Direct Gifted Services.

The following evidence of student performance may be submitted for review to the team. Please know it is important to submit samples of student work, progress, and assessments so the team can better understand the student as a learner. Parents can contact classroom teachers for copies of student work, progress, and assessment.

Support and Evidence: Can include, but not limited to the following suggestions.

Math:

- Math Timed Tests
- Pre-Test Results
- Post Test Results
- Completed challenge/enrichment activities completed in class
- Math Projects
- End-of-Year at Grade Level test

Reading/Language Arts:

- Writing Samples (i.e. Creative, Persuasive, Expository, Poetry, etc.)
- Weekly/Unit Comprehension tests
- Guided Reading Group work
- Reading logs
- Language Arts projects
- Fluency Checks

Other:

- Letter of Recommendation(s): Teachers, coaches, instructors, pastors, etc.
- Reports from outside programs: Summer Enrichment, Northwestern, Gifted and Enrichment Classes