

A Parent's Guide to the Appeals Process

Appeals Process

Families of students, who have been deemed ineligible for services and or do not agree with assessment scores, may appeal the decision in some circumstances. Please read carefully and note we do not offer appeals of appeals.

Appeal Process for the Testing Cycle

If your child participates in eligibility testing, you will receive results in late winter or early spring reporting the decision of the TAG Team Committee. You have the right to appeal the decision of the committee. Complete appeal documentation is due within three weeks of the date of the notification. Also please note that if your child is deemed ineligible, you may refer him/her for retesting next year.

If you choose to appeal, the appeal may provide additional information, such as support letters or comments describing the student's achievement in the classroom or additional evidence that may suggest the need for retesting or reevaluation of the eligibility decision. Appeal documentation should only address those areas that do not meet eligibility criteria. Appeals must include a signed parent/guardian statement explaining the reason for the appeal. This is included in the "Appeals Form."

What could you include?

- Additional assessments
- Written teacher comments
- Current achievement is at least one grade level above the current grade level
- Evidence of classroom work that demonstrates exceptional achievement and quality
- The child's linguistic and cultural needs. For example, the child may be multilingual

Timeline:

Complete appeal documentation is due within three weeks of the date of the notification/parent letter. It will be the responsibility of the parent and/or the school to adhere to the schedule if there is a reassessment. We will not be able to accommodate makeup sessions. Place and time will be determined.

Where do you send the appeals form and documentation?

Please send the completed "Appeals Form" and corresponding documentation to:

The Department of Talented and Gifted Education
Portland Public School District
501 N. Dixon
Portland, OR 97227-1804
Phone: 503-916-3358