



Coppell ISD
Gifted & Talented
Education Services

Administrative
Guidelines for
Screening and
Assessment
(Supporting CISD Policy EHBB)
Aug-2011

Appealing a Placement Decision

A learner who does not qualify to participate in gifted and talented services at either the elementary or the secondary level may appeal the decision of the Gifted and Talented Committee. The appeal process is designed to ensure that quality and appropriate decisions are made in the best interest of learners and according to district guidelines. The GT Appeal form is available from the campus counselor, the campus GTi Specialist, or the CISD Gifted and Talented website. To make an appeal, complete all sections of the GT Appeal form and return it to the campus counselor. Appeals must be submitted within 10 school days of the receipt of assessment scores. Additional testing may be required based on an appeal, but additional testing is not guaranteed. The GTC determines when additional testing is necessary.

Level One Appeals

Level One Appeals are sent to the campus GTC for re-evaluation. The GTC will notify the learner/parent or guardian of their decision within 30 school days. The GTC will consider the appeal and make one of three possible decisions:

1. Change the original decision and approve the learner for participation in GT services.
2. Confirm the original decision and not approve the learner for participation without gathering further assessment data.
3. Confirm the original decision and not approve the learner for participation in light of additionally gathered assessment data.

Level Two Appeals

If the learner or parent/guardian is not satisfied with the decision of the Level One appeal, he/she may make second appeal to the Director of Advanced Academics. The GT Appeal form must be completed a second time indicating a Level Two Appeal. The GT Appeal form is then submitted to the Director of Advanced Academics within 10 days of the Level I Appeal decision. A decision on the Level Two Appeal will be made within 30 calendar days of receipt. If the decision is made to conduct further assessments, the final decision of the Level Two Appeal will be made within 30 school days of the additional testing decision. The Director of Advanced Academics will make one of three possible decisions:

1. Change the original decision and approve the learner for participation in GT services.
2. Confirm the original decision and not approve the learner for participation without gathering further assessment data.
3. Confirm the original decision and not approve the learner for participation in light of additionally gathered assessment data.

Level Three Appeals

If the learner or parent/guardian is not satisfied with the decision of the Level Two appeal, he/she may file a complaint or grievance in accordance with FNG (Local) beginning at Level 2.