

Frequently Asked Questions Gifted Appeal Process 2020 Special Edition

Question #1: *I plan to appeal the decision of the Gifted Identification/Eligibility Placement Committee. How do I get started?*

Answer: Contact the gifted resource teacher at your child's school. He/she will be able to provide you with helpful information about the appeal process. *(If your child was in 5th grade last spring, please contact the gifted resource teacher at your child's elementary school.)*

Next, you must complete the **Appeal Request Form** and submit it to the Supervisor of Gifted Education within ten business days of receiving the notification of ineligibility. A link to print out the appeal request form can be found on the LCPS website (<https://www.lcps.org/Page/211705>) in the Appeals section.

You may email or mail the form to the Gifted Education Office. If you email the form, please email it to Jessica.Mainhart@lcps.org (elementary) or Susan.Helsley@lcps.org (middle school).

You may mail the form to:

Gifted Education Office
21000 Education Court
Ashburn, VA 20148

Question #2: *What happens after I submit the appeal request form to the Supervisor of Gifted Education?*

Answer: Within 20 business days, you will receive a letter from the Supervisor of Gifted Education. The letter will share information about the appeal process and let you know when to submit supporting documentation for your appeal to the Gifted Education Office.

Question #3: *What type of documentation should I include in my appeal packet?*

Answer: The appeal packet must include *new information* that was not contained in the original screening file. As you begin to compile materials for the appeal committee to consider, please read the following general guidelines. Keep in mind that the appeal committee will have access to the original file as needed, and you will not need to copy or submit any materials from it. **Submit copies of documents as no materials will be returned.**

What You May Include in the Appeal Packet	Requirements
<i>Student Work Samples</i> such as: <ul style="list-style-type: none"> • Original story or poem • Excerpt from project or report • Student-written journal entry describing how he/she solved a challenging problem (science fair, robotics competition, 	A maximum of five single-sided, 8 ½" by 11" pages of student work may be submitted. At least one work sample must have been produced at school. Student work may be submitted in black and white or in color. It can be reduced or enlarged from the original. It must be on 8½" x 11" writing, copying, photographic, or bond paper.

Odyssey of the Mind, coding, etc.) • Other	Do not submit USB drives, videos, DVDs, certificates, three-dimensional art, spiral notebooks, pocket folders, or two-sided pages.
Letter(s) from adults who know the child's advanced learning abilities	The appropriate input for LCPS teachers is the <i>Scales for Identifying Gifted Students</i> , which is part of the original screening file. Therefore, additional information and/or letters from LCPS staff should <u>not</u> be solicited.
Individual Intelligence Testing (if testing in file is not supporting)	Testing must be administered by a Virginia licensed psychologist.

Question #4: *Where and how do I send the appeal packet (documentation) to the Gifted Education Office?*

Answer: The appeal packet should be sent by U.S. mail to the address below. Faxed or emailed submissions will not be accepted.

Gifted Education Office
21000 Education Court
Ashburn, VA 20148

Question #5: *Do I need to attend the appeal committee meeting?*

Answer: No. Parents/guardians do not attend the appeal committee meeting. However, they need to send the appeal packet to the Gifted Education Office by the deadline shared in their appeal notification letter from the Supervisor of Gifted Education.

Question #6: *When do I find out about the committee's decision?*

Answer: The Appeal Committee will convene in mid-November. You will be notified of the committee's decision by letter within 10 business days of the date of the meeting.