Procedural Safeguard (Appeals/Grievance) Form – KDE

Gifted Education Identification Process – Appeals/Grievance
704 KAR 3:285 Programs for the Gifted and Talented
Statutory Authority: KRS 156.070, 157.220, and 157.224

Procedural Safeguards

A parent, guardian or student may resolve a concern regarding the appropriate and adequate provision of talent pool services or services addressed in a formally identified student’s gifted and talented student services plan.

1. The appealing party shall request a conference with the school personnel responsible for identification and/or delivery of student services. The school personnel responsible will consult with the school Gifted/Talented committee.
2. Further appeal concerning curriculum may be made to the school SBDM council.
3. The appealing party shall submit in writing to the Gifted Services Coordinator, specifically why s/he believes that screening results are not accurate or services are not appropriate and why an exception should be made or reconsideration given.
4. The Coordinator shall compile student data and present that along with the petition or appeal to the Gifted and Talented Advisory committee. The information presented shall include a recommendation accompanied by available substantiating evidence.
5. The Advisory Committee shall make a recommendation and respond in writing to the appealing party within 10 working days of receipt of the appeal and accompanying information.
6. If the Advisory Committee rules in favor of the grievant, the following option shall apply as appropriate.
   a. S/He may receive services as soon as the school gifted/talented committee completes the GSSP.
   b. A change in the GSSP or provision of services shall be made in a timely manner.
7. If the Advisory Committee rules against the grievant, or if the appeal concerns the non-availability of appropriate service options, a further written appeal may be made to the Dean, who must respond in writing within 10 working days of receipt of the appeal. The Dean will have the final decision in the case.

GIFTED EDUCATION PROVISION OF SERVICES FORM
Attach all documentation. Submit to GT Coordinator.

Student Name ___________________________________ School ______________________ Grade______

1. List specific reasons for request for placement in the gifted program or change in GSSP services. (Informal/Formal Assessment Documentation – test scores, grades, written teacher recommendations, examples of student work, student academic activities/honors, etc.)

2. Has student been previously served in the gifted program or is an exceptional child as defined in KRS 157.200 as disadvantaged or underachieving?

3. Criteria for considering revision of placement: (a) a collection of evidence such as portfolios demonstrating student performance; (b) inventory checklist of behaviors specific to gifted categories; (c) diagnostic data; (d) continuous progress data; (e) anecdotal records; (f) available formal test data; (g) parent interview or questionnaire; (h) primary review committee recommendations; (i) petition system; and (j) other valid and reliable documentation.

Parent Signature ___________________________ Date ___________________________

Phone Number ___________________________