

Linn Benton Lincoln Education Service District

Code: IGBBA- AR
Adopted: 12/14/2022

Appeal Procedure for Talented and Gifted Students Identification and Placement**

The ESD Board has established an appeal process for a parent to utilize if they are dissatisfied with the identification process and/or placement of their student in the ESD program for talented and gifted (TAG) students, and wish to request reconsideration. The ESD's desire and intent is to reach satisfactory solutions during the informal process:

Informal Process

1. A parent will contact the [TAG coordinator/teacher] to request reconsideration.
2. The [TAG coordinator/teacher] will confer or meet with a parent, and may include any additional appropriate persons (e.g., principal, counselor, teacher, etc.), within five [working] [school] days of the request. Information pertinent to the selection or placement will be shared.
3. If an agreement cannot be reached, the parent may initiate the Formal Process.

Formal Process

4. A parent shall submit a written request for reconsideration of the identification and/or placement to the [program supervisor] within five working days of the conference identified above.
5. The [program supervisor] shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the [TAG coordinator/teacher].
6. The [program supervisor, TAG coordinator/teacher] and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision. A parent may be provided an opportunity to present additional evidence.
7. If deemed necessary, a formal hearing will be conducted by the ESD hearings officer utilizing the appropriate procedures.
8. A decision will be made by the [program supervisor] within [20] working days after receipt of the written request for reconsideration from the parent. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.
9. The decision may be appealed to the ESD Board through Board policy KL – Public Complaints and may begin at Step 3.
10. If the parent is still dissatisfied, the parent may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023. The ESD shall provide a copy of the OARs upon request.