

Appeals process

1. Parent requests the *Enrichment Program Identification Appeal Form* from the school's Enrichment Specialist.
2. Upon return and receipt of the completed appeals form, the Enrichment Specialist contacts the parent and schedules an appointment within 30 days.
3. The Enrichment Specialist, Guidance Counselor, classroom teacher, and other personnel if necessary, meet with the parent(s) to discuss the criteria and parent's concerns.
4. If agreement is not met, the parent contacts the Building Principal in writing (specifically stating reasons for disagreement) to schedule meeting.
5. The Building Principal meets with parents and, if necessary, appropriate personnel as soon as possible but within 30 days.
6. If agreement is not reached, parent contacts Superintendent in writing (specifically stating reasons for disagreement) to schedule meeting.
7. Superintendent meets with parents and, if necessary, appropriate personnel as soon as possible but within 30 days.
8. The decision of the superintendent is final

Please return this form to Ms. Carey Goralski, Enrichment Teacher. Thank you.