



## 2025-26 Appeal Guidance for SPS Families

The Department of Highly Capable Services (HC) department strives to provide guidance before, during, and after appeal process ([WAC 392-170-076](#)) Families can file an appeal if their student is found ineligible for Services. This will include students identified as highly capable in a single domain. Families must have proof of exceptional circumstances.

Once an appeal along with documents/evidence (if required for your appeal) is submitted, the HC department will not accept additional information or documents to consider during the appeal review.

**Appeal forms are due on Friday, February 20, 2026**

### Getting started

Before submitting an appeal, please take a moment to locate the following documents:

- ☐ Student eligibility letter. This letter/result is in your Source account.
- ☐ Information about types of appeals and deadline.
  - Available on the [Highly Capable web page](#).
- ☐ Complete the [Appeal form](#). Also available in your student eligibility letter.
  - Available in [Amharic](#), [Simplified Chinese](#), [English](#), [Somali](#), [Spanish](#), and [Vietnamese](#).
- ☐ Prepared explanation of special circumstance and teaching staff supporting documents within **24 hours** after submitting an appeal form.
  - This information should be sent to [hicap2@seattleschools.org](mailto:hicap2@seattleschools.org). Please write **"Appeal"** in the subject line for easy processing.

If interpretation services are needed to complete the appeal form, please contact the Highly Capable Customer Care Team at [hicap2@seattleschools.org](mailto:hicap2@seattleschools.org).

### Completing the Appeal

Families must select one of the two options for appeals: **Conditional** or **Identification**.

If your appeal does not fall into these two categories, your appeal will not be reviewed, and parents/guardians will receive an email notification with this information.

#### Conditional Appeals

A condition or circumstance is believed to have caused inaccurate or unavailable information.

- Example 1: My student was sick for the entire window of Measure of Academic Progress (MAP) assessment, and this was verified by a doctor's note and principal letter.
- Example 2: My student's iPad/computer was taken by another student during the assessment. This was reported immediately to the teacher, who along with the principal verified the situation.

**The appealing party must collect and submit in writing:**

An explanation and proof detailing why they believe their student's identification results are inaccurate due to a condition or circumstance and compelling reasoning for why an exception should be made.

**Identification Appeals**

There was a mistake in the data used for identification. This caused the student to be found ineligible for services.

- Example: The teacher and principal verify that the assessment data was incorrectly uploaded into the system.

**The appealing party must collect and submit in writing:**

An explanation accompanied by evidence proving there was a mistake in the data used for identification.

**What happens next?**

Once an appeal is submitted, the Appeal Multi-Disciplinary Placement Committee (MPC) will meet, review each appeal form and data used to make the original eligibility decision, then make an appeal final decision/determination.

The MPC is made up of trained educators and other professional staff such as counselors, teachers, and district leaders. The committee reviews student data/information submitted in appeals and decides if the appeal is valid and causes a change in the eligibility decision.

Once the committee completes their review of an appeal, they will provide a written decision to families within 25 school days of their receipt of the appeal form.

The MPC will review **one** appeal per student per year. The committee's decision is final.

Pursuant to state law, any person aggrieved by a final decision of a district official may appeal to King County Superior Court within 30 days after the decision.

Additional questions? Contact us at [hicap2@seattleschools.org](mailto:hicap2@seattleschools.org).