



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. 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.

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.