Clarksville School District

Gifted and Talented Identification

Appeals Procedure

1. A conference is held between the parents and the GT Program Coordinator within two weeks of the notification of the decision made by the Placement Committee.
2. The GT teacher and/or the GT Program Coordination should be notified by mail/e-mail of request for meeting. Please mail the attached form (available on Clarksville School District website-Gifted and Talented) to:

Gifted and Talented Program

Clarksville Public School

1903 Clark Road

Clarksville, AR 72830 Attention: GT Coordinator

1. The Coordinator will inform the Placement Committee of the appeal and will schedule a committee meeting to review the student’s information.
2. The Coordinator will inform the Appeals Committee (if different from the Placement Committee) of the request and sets a hearing within seven days of the appeal.
3. The appellant is notified in writing and by phone of the meeting time and date.
4. Additional information is presented to the Appeals Committee by the appellant.
5. The placement/appeals committee meets to make a decision. (Appellant is not present)
6. The appellant is given written notification of the committee’s decision in written form.
7. The Coordinator, the LIGHTS’ teacher, members of the Placement Committee, Appeals Committee members (if different from the Placement Committee), the student’s building principal, and the superintendent are given copies of the Appeals Committee’s decision
8. A copy of the appeal and decision of the Appeals Committee is placed in the student’s folder and will be secured in the Coordinator’s files.
9. Action is taken as recommended by the Appeals Committee.