

Allegheny County Academically or Intellectually Gifted Education
Due Process Procedures

Step 1-Academically Gifted Coordinator/ Committee

- A. Parent/guardian may make a request for a conference with the Academically Gifted Coordinator to discuss the concerns about the recommendation.
- B. The Academically Gifted Coordinator and the Academically Gifted Review Committee will review the student's record and their previous nomination, identification, and service option decisions. The committee may gather additional information about the student from teachers and/or parents as needed.
- C. The Academically Gifted Coordinator will grant the conference within five school days of the request and will respond to parent/guardian in writing within five school days of conference.
- D. If the disagreement is not resolved at the Academically Gifted Coordinator conference, then proceed to Step 2.

Step 2- Appeal to Academically Gifted Program Director

- A. Parent/guardian may appeal the Academically Gifted Coordinator/Committee's decision in writing to the Academically Gifted Program Director within five days of receiving the response.
- B. Academically Gifted Program Director will review the grievance within five days of receipt of appeal.
- C. Academically Gifted Program Director will respond in writing to the parent and the Academically Gifted Coordinator concerning the outcome of the review within 10 school days.
- D. If the grievance is not resolved at Step 2, then proceed to Step 3.

Step 3- Appeal to Superintendent

- A. Parent/guardian may appeal decision of Academically Gifted Program Director in writing to the Superintendent within five days of receiving the response.
- B. Superintendent will review the grievance within five days of receipt of the appeal.
- C. Superintendent will respond in writing concerning the outcome within 10 school days to the parent/guardian and Academically Gifted Program Director.
- D. If the grievance is not resolved at Step 3, then proceed to Step 4.

Step 4- Appeal to the Allegheny County Board of Education

- A. Parent/guardian may appeal to the Board of Education in writing within 10 school days following the written response from Step 3.
- B. The Board shall offer a final written decision within 30 days.