

**Mukilteo School District**  
Highly Capable Services  
Permission to Test  
2023-2024

Requests for Screening Due to the District Office by October 6, 2023

The Mukilteo School District offers a continuum of services for highly capable students. All students in grades Kindergarten, Two and Five will be screened without this form. If your child is in grades **one, three, four, six, or seven** and you would like your child screened for the Mukilteo School District Highly Capable Services, **please complete the information on this form and return it to the Assessment Department** by e-mail to [otanix@mukilteo.wednet.edu](mailto:otanix@mukilteo.wednet.edu). You may also deliver or mail it to Mukilteo School District at 9401 Sharon Drive, Everett, WA 98204.

**STUDENT INFORMATION**

**PLEASE PRINT**

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Resident School: \_\_\_\_\_ School Year: \_\_\_\_\_  
Parent/Guardian Name(s): \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Student ID: \_\_\_\_\_

**IDENTIFICATION AND SELECTION PROCESS**

Assessments used to determine eligibility for services for students include District screeners in reading and math, Smarter Balanced Assessment (SBA) in English and mathematics (when available), and the Cognitive Abilities Test (CogAT).

**PARENT WRITTEN REQUEST**

Briefly describe the reason(s) you would like your student considered to receive highly capable services. Additional information may be continued on the back or additional sheets of paper may be attached if necessary.

\_\_\_\_\_

\_\_\_\_\_

**NOTIFICATIONS**

Annual notification of parents and students regarding program services will be made via school and district publications including: the district Parent Handbook sent home in first day packets, school newsletters, and the school district website. For more information about Mukilteo School District Highly Capable Services contact the Assessment Department at [otanix@mukilteo.wednet.edu](mailto:otanix@mukilteo.wednet.edu), or visit our website at [www.mukilteoschools.org](http://www.mukilteoschools.org), > Programs > Highly Capable Services.

**ILLNESS & TEST SCHEDULE**

It is important that you DO NOT send your child to school if they are ill during testing. Please notify the school principal or dean to have your child tested during a makeup session that will be offered at the school.  
**Illness during the testing period will not be considered grounds for an appeal to retest.**

**PARENT PERMISSION**

I give Mukilteo School District permission to review my child's records, conduct screening and testing, **and** reserve placement for my student in highly capable services if s/he meets the qualifications.

Yes                       No

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Continued on back

## **APPEAL PROCESS FOR STUDENTS NOT MEETING ELIGIBILITY**

If a student does not meet eligibility requirements for any highly capable services, parents have the right to appeal. Appeals must be submitted in writing and sent to the Highly Capable Committee **within 15 business days of receiving notification**.

Send to: Highly Capable Committee, Mukilteo School District, 9401 Sharon Drive, Everett, WA 98204.

Specific reasons for the appeal must be identified in the letter and must be based upon one of the following conditions:

- **A condition or circumstance believed to have caused a misinterpretation of the testing results.**  
(e.g., incorrect birthdate or grade level used in calculating the student's score).
- **An extraordinary and temporary circumstance that may have negatively affected the validity of the test results.**  
(e.g., a traumatic event or physical distress immediately preceding the test).

I have read and understand the program identification process, appeal process, and exit procedures.

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Parent/Guardian Signature

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Date

*Mukilteo School District does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator Simone Neal (425-356-1319), [nealsr@mukilteo.wednet.edu](mailto:nealsr@mukilteo.wednet.edu), Section 504 Coordinator Becca Anderson (425-356-1277), [andersonra@mukilteo.wednet.edu](mailto:andersonra@mukilteo.wednet.edu), and the ADA/Access Coordinator Karen Mooseker (425-356-1330), [moosekerkw@mukilteo.wednet.edu](mailto:moosekerkw@mukilteo.wednet.edu). Address: 9401 Sharon Drive in Everett, WA. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Wes Allen, Director (425-348-2249) [allenwr@mukilteo.wednet.edu](mailto:allenwr@mukilteo.wednet.edu). Address: 9001 Airport Road in Everett, WA 98204.*