

Early Achievers Component Appeal Request

(Submit by email to QRIS@dcyf.wa.gov)

Program Information

Program Name _____

FAMLINK ID (If applicable) _____

ECEAP ID (If applicable) _____

Head Start ID (If applicable) _____

Program Address/City (optional) _____

Primary Contact Name _____

Phone _____ Email _____

Component Requested

(Check one)

☐ Program Profile ☐ Video Highlights ☐ Records Review ☐ Professional Development

Timing Requirements

Date the component was finalized (*if known*)

Program rating due date (*if known*)

- **Requests must be submitted within 45 calendar days** of when the component was finalized.
- If a Quality Level has been finalized, participants have **14 calendar days** from the Quality Level finalization date to submit a Component Review Request.
- DCYF will not review requests submitted more than **45 calendar days** after a component is finalized or more than **14 calendar days** after the Quality Level is finalized.

Briefly describe what you believe was incorrect (*based on evidence already submitted*).*

- For Records Review, list the specific standard area(s) you believe was incorrect and why.
- For **Video Highlights**, list the **indicator(s)** you believe to be incorrect.
- For **Professional Development and Training**, list the individual who's education and training you believe was incorrectly evaluated.

*Note: additional space has been provided on the next page if needed.

Acknowledgement

By submitting this request, I understand that:

- No additional documentation can be submitted as part of a Component Review.
- The review is based only on documentation/evidence already submitted for the selected component.

Print Name _____

Signature _____ Date _____

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Internal Appeal Review—DCYF and Cultivate Learning (agency use only)

Date appeal received by DCYF _____

DCYF Reviewer name/title _____

Date Reviewed by Cultivate Learning _____

Cultivate Learning Reviewer name/title _____

Appeal Outcome ☐ Original Decision upheld ☐ Original Decision overturned

Professional Development (PD) Points outcome ☐ PD points unchanged ☐ PD points modified

Brief Rationale for decision/outcome.