samegoal

Initial Nomination, Evaluation, and Plan

- Nomination
- Evaluation
- Plan

Nomination

If a student is suspected of being gifted, they may be nominated for the Gifted Education program. However, if a student is suspected of being twice exceptional, they should instead be referred for Exceptional Student Education.

Steps *To nominate a student for Gifted Education:*

1. Create a **Gifted Nomination**.
2. Indicate who is initiating the nomination.
3. Provide a reason for the nomination and background information, including educational history and standardized test scores.
    - Supporting documents may be included as an attachment.
4. Indicate whether the student has had any prior nominations.
5. Whoever is initiating the nomination will sign and date the document.
6. Share the document with whoever will be receiving the nomination.
    - Transfer document ownership to this person if future deadlines should be assigned to them.
7. Whoever is responsible for processing the nomination should then sign and date.
8. Complete the document.

Once a student has been nominated, they will be placed under eligibility review for the Gifted program and the LEA will need to administer a screener to determine if the student needs additional evaluation. Once the screening has been conducted, the LEA will need to notify the parents of the results of the screening.

Steps *To notify the parents of the results:*

1. Create a **Notification of Gifted Screening Results**.
2. Enter the date.
3. Provide details about the screening process and which instruments were used.
4. Indicate whether or not further evaluation is recommended based on the results of the screening.
5. Sign the document.
6. Share the document with the parents.
7. Mark it complete.

If further evaluation is not recommended, the student will be unenrolled from the Gifted program. If further evaluation is recommended, the LEA may begin the full evaluation process.

Evaluation

Before conducting an evaluation, the LEA must notify the parents and obtain their consent to evaluate their child.

Steps *To notify the parents and obtain their consent:*

1. Create a **Notice and Consent for Initial Evaluation: Gifted Program**.
2. Enter the date.
3. Fill out the document, including listing out which specific procedures will be conducted.
4. Share the document with the parents along with a copy of the Procedural Safeguards.
5. The parents should provide their decision and add the date and their signature in the **Consent** section. They can also optionally add their preferences about additional evaluation procedures.
6. Once the parents have responded, enter the **Date District Received**.
7. Mark the document complete.

If the parents consent to their child being evaluated, the school can begin the evaluation process. Once a determination is made regarding the student's eligibility, the LEA will need to notify the parents of the results.

Steps *To notify the parents of their child's eligibility:*

1. Create a **Notice of Eligibility/Ineligibility: Gifted Program**.
2. Enter in the dates.
3. Summarize evaluation information.
4. Provide the eligibility determination.
    - If the student is eligible, select **The student is newly determined to be eligible for ESE services under the category of Giftedness**.
    - If the student is not eligible, select **The student is initially determined ineligible for ESE services**.
5. Share the document with the parents.
6. Mark the document complete.

Plan

If a student is found to be eligible for Gifted services, an Educational Plan must be developed. Before meeting to review the plan, the LEA must invite the parents to the meeting.

Steps *To invite the parents:*

1. Create an **EP Meeting Notice**.
2. Enter the date.
3. Provide meeting details, including date, time, and location.
4. Fill out the rest of the document, including adding information about meeting participants.
5. Share the document with the parents.
6. The parents should indicate their plan to attend, enter the date, sign the document.
7. Once the parents have responded, enter the **Date District Received**.
8. Mark the document complete.

The Gifted team and parents must then meet to develop the initial Educational Plan.

Steps *To develop the Educational Plan:*

1. Create an **Educational Plan**.
2. Enter the relevant dates.
3. Select **Initial EP** as the purpose.
4. Develop the plan and fill out the rest of the document.
5. In Section 5, click **add Meeting** and have all meeting participants sign the document.
6. Mark the document complete and provide a copy to the parents.

Before the student can begin receiving Gifted services, the LEA must obtain the parent's consent to provide services.

Steps *To obtain parent consent:*

1. Create a **Consent for the Initial Provision of ESE Services: Gifted Program**.

2. Enter the date.
3. Fill out the document and share the it with the parents.
4. The parents should provide their decision and add the date and their signature.
5. Once the parents have responded, enter the **Date District Received**.
6. Mark the document complete.

If the parents consent to the provision of services, the student will be fully enrolled in the Gifted Education program.

Students who are participating in the Gifted Education program will need their EP reviewed every three (grades K-8) or four (grades 9-12) years.