samegoal

Plan Review

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.

Plan Review

Before an EP review can take place, the LEA will need to 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 review the EP.

Steps *To review a student's EP:*

1. Create an **Educational Plan**.
    - You may do so by creating a new EP or by copying from the prior EP.
2. Enter the relevant dates.
3. Select **EP Review/Revision** as the purpose.
4. Develop the plan and fill out the rest of the document. If you copied from a previous EP, be sure to review the information that was copied over and make updates as

needed.

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.