

Gifted Referral and Evaluation

Students who perform or show potential for performing at remarkably high levels of accomplishment may be referred and evaluated for the Gifted program. In order to evaluate a student, the school must obtain parental consent. Students can be identified as gifted in the following areas:

- Superior cognitive ability
- Specific academic ability
- Creative thinking ability
- Visual or performing arts ability

Referral

Steps *To refer a student to the gifted program:*

1. Create a **Referral for Gifted Identification**.
2. Enter information about who is making the referral.
3. Select the area(s) for possible gifted identification.
4. Provide a reason for the referral.
5. Share the document with the parents.
6. The parents will either grant or deny their consent for evaluation.
7. Once the parents have responded and provided their signatures, fill out **Date received by campus**.

If the parent grants their consent, once the referral is completed:

- The student will be placed under eligibility review.
- You will need to complete a **Gifted Profile** within 90 days.

Evaluation

Steps *To evaluate a student for the gifted program:*

1. Create a **Gifted Profile (rev 01/2026)**.
2. Enter the **Referral Date**.
3. For each specific area, indicate whether the student was screened, assessed, and identified. If the student was identified as gifted, provide the date of identification. Otherwise provide the screening or assessment date.
4. Once all screenings/assessments are complete, enter the **Completion Date**.
5. Mark the document complete.

If the student is identified as gifted, once the profile is completed:

- The student will be enrolled in the program.
- You will need to complete a **Gifted Eligibility Notice** and a **Written Education Plan** within 30 days.

If a student is not identified as gifted, they will not be unenrolled from the program because they could still potentially be an accelerated learner.

Q Tip Administrative users can also bulk load Gifted Profiles in order to save time.

Eligibility Notification

Whether or not the student was identified as gifted, you'll need to notify the parents of the evaluation results.

Steps *To notify the parents:*

1. Create a **Gifted Eligibility Notice**.
2. Select whether or not the student qualifies for gifted placement. If the student qualifies, indicate which area(s) they qualify for.
3. Provide any additional information and contact information.
4. Share the document with the parents and mark it complete.