

Written Education Plan

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All gifted students must have a Written Education Plan (WEP). A WEP outlines the goals and services for gifted students.

Steps *To develop a WEP:*

1. Create a **Written Education Plan**.
2. Fill out basic information on the cover page, including whether this is the initial plan or an annual plan.
3. Identification dates will pull in from the completed **Gifted Profile**.
4. Summarize the student's interests, learning styles, and present levels of functioning.
5. Click **add Goal** for each measurable goal the student will have and provide details.
6. Enter in effective start and end dates as well as when the next review will take place.
 - The effective dates drive program flags in the SIS.
7. Provide information about reportable services and programs.
 - The **EMIS at a Glance** print view includes program codes.
8. Share the document with the parents, meet to review the plan, and add signatures.
9. The parent will need to make a decision regarding consent for implementing the plan and sign off that they received necessary information.
10. Complete the document.

When the WEP is completed, a new plan will be due on or before the current plan effective end date. A student doesn't necessarily need a new plan each year, so if the district does not plan to complete a new plan, the current effective end date can be pushed into the future to delay the deadline.

Progress Reporting

Gifted student progress needs to be measured. You are able to track progress directly in SameGoal using a **WEP Progress Report**.

Steps *To track progress:*

1. Create a **WEP Progress Report**.
2. All goals will pull in from the **Written Education Plan** if it has been marked complete.
3. Track progress narratively for each reporting period.