

## Written Education Plan

### Written Education Plan

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.