samegoal

# Furlough and Exit

## Exiting Gifted/Talented

A student may be considered for exit from Gifted/Talented services if it is in their best interest and/or if Gifted/Talented services do not seem to be the most educationally appropriate for the student.

A petition for exit may be initiated by the parents, a staff member, or the student.

**Steps** *To initiate an exit request:*

1. Create a **G/T Exit Request**.
    - Provide a reason for the exit request.
    - Provide details about who is initiating the request and have them sign the document.
    - Fill out the **Date received** field.
    - Complete the document.
2. Create a **G/T Exit Request Review**.
    - Provide details about the request.
    - Fill out considerations.
    - The committee should review the request and decide if the exit is granted or denied.
    - If the exit is denied, additional interventions may be added or the student may go on furlough instead.
    - Add signatures.
    - Mark the document complete.

If the request was granted, the student will exit the program. If the request was denied but the student was placed on furlough instead, another review should be conducted at the end of the furlough to determine next steps.

## Furlough from Gifted/Talented

A student may be granted a temporary leave of absence from receiving Gifted/Talented services.

A furlough request may be initiated by the parents, a staff member, or the student.

**Steps** *To initiate a furlough request:*

1. Create a **G/T Furlough Request**.
    - Provide a reason for the furlough request and the length of time requested.
    - Provide details about who is initiating the request and have them sign the document.
    - Fill out the **Date received** field.
    - Complete the document.
2. Create a **G/T Furlough Request Review**.
    - Provide details about the request.
    - The committee should review the request and decide if the furlough is granted or denied.
    - If the furlough is granted, specify the length of time granted and provide an end date.
    - Add signatures.
    - Mark the document complete.

If the request was granted, another review should be conducted at the end of the furlough to determine next steps.