samegoal

Initial Referral and Assessment

Referral

When a parent, teacher, or community member suspects that a student has an extraordinarily high level of intellectual or academic ability, they may refer that student to the Gifted/Talented program.

If the referring party has SameGoal access, they can start the process in SameGoal themself. If the referring party does not have access, they can work with someone from the gifted team.

Steps *To refer a student to the Gifted/Talented program:*

1. Create a **Gifted/Talented Services Referral Form**.
    - Provide details about who is initiating the referral.
    - If a parent is initiating the referral, share the document with them so they may consent to their child being assessed.
    - The referring party should then add their signature and complete the **Date** field.
    - Complete the document.
2. If the parent did not already consent to an assessment in the referral, create a **G/T Consent for Assessment**.
    - Share the document with the parents so they may grant or deny their consent, add their signature, and fill out the **Date** field.
    - Complete the document.

Assessment

If the parents consent to an assessment, their child may be evaluated to determine if they are eligible for the Gifted/Talented program.

Steps *To evaluate a student for the Gifted/Talented program:*

1. Create a **G/T Student Identification Profile**.
    - Test scores that have been loaded in the system (COGAT, MAPS, SIGS) and parent and teacher surveys completed in SameGoal should pull in automatically to the **Identification Matrix**.
    - The Gifted/Talented committee should review this information and make a determination about whether or not the student qualifies for the program and document the decision in the **Determination** section.
    - At least three committee members should add their signatures.
    - Complete the document.
2. Create a **G/T Identification Determination Letter**.
    - Test score and eligibility information will pull in from the Identification Profile automatically.
    - Fill out the document.
    - Mark it complete.
    - Share the document with the parents.
3. If the student is eligible to receive services, a G/T Education Plan can be developed.

Meeting Mode

If the Gifted Team would like to review several Identification Profiles at once to make eligibility determinations, they can do so using Meeting Mode.

Steps *To conduct a review using Meeting Mode:*

1. Navigate to a document list page an search for the Identification Profiles you would like to review.
    - You may use the **Forms** filter to search for only **G/T Student Identification Profiles**.
    - You may filter to only show **Incomplete** docs.
    - You may use the date filter to search for documents from this year.
2. Select all relevant documents.
3. Click on the Meeting Mode icon in the top right.
4. Click **Share Meeting Mode**.
5. Give the meeting a name.
6. Optionally, select **Present limited** in order to hide the student name and ID when conducting the reviews in order to make an unbiased determination.
7. Add users to share the meeting with.
8. Click **Send notifications & enter meeting mode**.
9. When it's time to review, all participants can join the meeting and go from document to document in order to make an eligibility determination.