

## Initial Referral and Assessment

### Referral

When a parent, teacher, or community member suspects that a student has 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 themselves. 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, etc.) 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. If the student is not eligible to receive G/T services, create a **G/T Identification Decline Letter**.
  - 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.