samegoal

G/T Education Plan

When a student is determined to be eligible for gifted/talented services, a **G/T Education Plan** can be developed. Education Plans should be reviewed annually.

Initial plan

Steps *To develop an initial Education Plan:*

1. Create a **G/T Education Plan**.
2. Select **Initial** as the plan type.
3. Provide relevant dates.
4. In Section 1, give background information, including area(s) of gifted identification.
5. In Section 2, detail the student's annual goals by clicking **add Goal** for each goal/learning opportunity the student has.
6. In Section 3, specify which G/T services the student will receive by clicking **add G/T Service**.
7. The G/T committee should meet with the parents to review the plan.
8. Share the plan with the parents and provide them with a copy of the Identification Procedures for the district and a copy of the District Service Options.
9. Add signatures.
10. Mark the document complete.

Tip If a change needs to be made to the plan after it has been completed, the owner can create a formal amendment.

Annual review

An annual plan can be developed in the same manner as an initial plan, or the previous year's plan can be copied to a new document and reviewed for necessary updates.

Steps *To copy an existing plan to a new document:*

1. Locate the previous year's **G/T Education Plan** on the student's **Documents** tab.
2. Select the document and click **Actions** > **Copy to new document**.
    - When the new document is created, several of the fields will already be populated with information from the previous plan.
3. In the new document, update date fields and select **Annual** as the plan type.
4. Review the rest of the document and make updates as needed.
5. Meet to review the plan.
6. Parents and members of the G/T committee should add signatures.
7. Complete the document.