

Student Search, Nomination and Referral

Stakeholder Communication

Teachers, counselors and administrators will be informed concerning gifted education services, referral procedures (including process for school level referral and automatic referral) and eligibility requirements by the Gifted Education Coordinator or designee during school-level faculty meetings in August/September of each year.

Eligibility Team

Each school shall establish an Eligibility Team that consists of, at a minimum, the Gifted Education Teacher, two other teachers with knowledge of the student and an administrator. All decisions regarding referral and eligibility shall be made by the Eligibility Team.

Student Search Procedures

Reported Referral:

The Gainesville City Schools Talent Survey will be distributed to school personnel periodically throughout the year in order to help identify students who might be good candidates for nomination for gifted education testing. The Talent Survey is given to the gifted education teacher, who is responsible for gathering any other available pertinent data. This could include standardized test information, grade reports or report cards and/or student work samples.

Parents who wish to nominate their students for consideration may complete a TABS Form (attached at end of document). If a student nominates him/herself, a Self Nomination Form would be completed. If a student nominates a peer, the student would complete a Peer Nomination Form.

Automatic Referral:

The Gainesville City Schools Board of Education has determined guidelines for achievement that automatically refer a student for consideration for gifted program evaluation. Students who score at or above the 80th percentile on a school-system administered nationally normed mental ability test or any student who scores at or above the 80th percentile on a standardized nationally normed achievement test in Total Reading, Total Math or Composite scores will automatically be referred to the school Eligibility Team for review for further evaluation consideration. The gifted education teacher is responsible for nominating any student automatically referred based on standardized test score data. He/she may obtain work samples and any other available data pertaining to the student's academic performance/potential.

The Gainesville City School System is committed to providing its highly talented and gifted students, of all ethnic and socioeconomic groups, with an education that both fosters and promotes their potential and abilities.

Review of Referrals

Following the completion of the reported or automatic referral process, the Eligibility Team will review each referral. The Eligibility Team should document the date of the meeting/decision; the committee members present; the names of the students who were considered; the source of the nomination (automatic, teacher, parent, etc.) and the committee's decisions regarding whether each student who was considered should be referred for formal evaluation. The Eligibility Team will make one of the following decisions:

1. The student is referred for formal evaluation. When the team agrees that the data warrants continuation of the evaluation process, the Team chairperson will notify parents in writing through the use of the Notification of Consideration and Consent to Evaluate form (available in English and Spanish). If consent is obtained, the evaluation process will begin.

2. More information about the student is needed. If the Team determines more information is needed in order to determine the appropriateness of formal evaluation they will request that this information be gathered.

3. The data does not support a recommendation to continue the referral process. The Eligibility Team may decide that the data provided is sufficient in depth and quantity to determine that continuation for evaluation for eligibility is not warranted. The Team will notify the nominating person in writing that the referral process has been discontinued at the present time through the use of the Eligibility Team Decision form (available in English and Spanish). This decision, however, does not preclude the possibility that the student may be again referred for consideration at a later date.

Student Assessment and Eligibility

General Assessment Requirements

The gifted program teacher will gather pertinent biographical information including parental consent for evaluation and any previous test results. In compliance with Georgia Department of Education Rule 160-4-2.38, the gifted program teacher or other authorized party will gather information in each of the following areas: mental ability, achievement, creativity and motivation, as defined in Table 1. All assessments utilized by Gainesville City Schools are current and/or approved editions and meet standards of validity and reliability and are nondiscriminatory with respect to race, religion, national origin, sex, disability or economic background. Test scores on utilized instruments may be **no older than two years**. In addition, tests may not be re-administered within one full calendar year. Decisions concerning the need for administration of secondary assessments may be made in each area, as defined below. Data used to establish criteria in one area may not be used to establish criteria in additional areas.

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