



How to Submit a Referral Form via PowerSchool

2022-2023





Screening Timeline



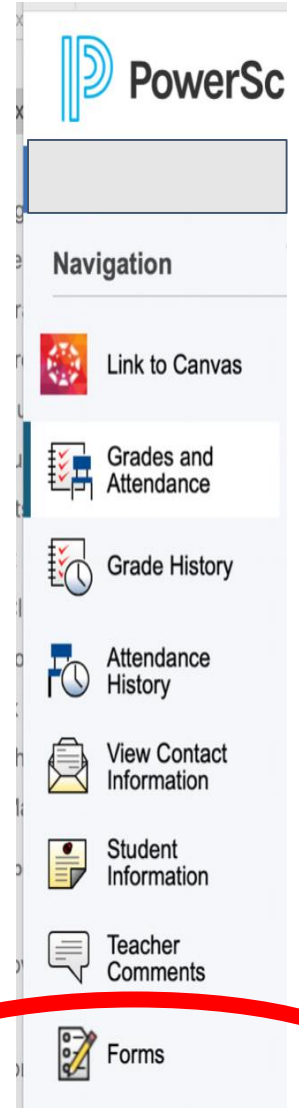
- To obtain an equitable, robust data set, any referral submitted will be processed within 45 instructional days after each grade- and service-level deadline.
- The referral deadlines are set to align with testing windows during the ACPS school year, including, NNAT or CogAT assessments, Measure of Academic Progress (MAP) assessments, and end-of-quarter progress reports.

Current Grade and Service Type	Referral Deadline	Parent/Guardian eligibility notification will occur by:
Grades 4-8 SAA	September 30, 2022	November 22, 2022
Grades K-3: GIA	November 22, 2022	Grades 1-3: By mid-February 2023 Grade K: By the end of February 2023
Grade 3 (Rising Grade 4 SAA-2023-2024)	February 1, 2023	May 1, 2022



PowerSchool: Forms

- **Referral Forms** (required)
- **Parent Permission to Screen Form** (required)
- **Parent Information Form** (optional)





Power School Form Steps: Referral Steps 1-3

Step 1: Log into your PowerSchool Parent Access account.

Step 2: Choose the Student

Step 3: Click on Forms

PowerSchool SIS

Student and Parent Sign In

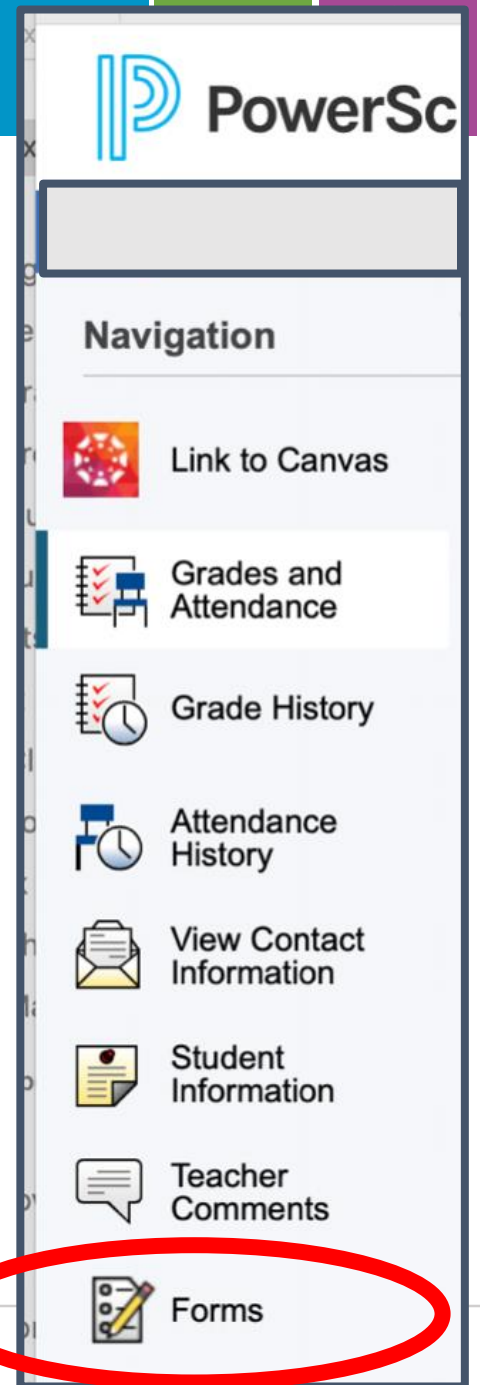
Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In





Power School Form Steps: Referral Step 4-5

Step 4: Choose “ACPS Referral of Students for Talented and Gifted Services”

Status	Form Name	Form Des
Empty	Referral of Student for Talented and Gifted (TAG) Services	

Step 5: Select your preferred language.

nses to this form.

- Amharic
- Arabic
- ✓ English
- Spanish



Power School Form Steps: Referral Steps 6-7

Step 6: Complete the Form

Step 7: Click the blue SUBMIT button.

Which TAG services would you like to refer your child for? (select all that apply) *

- General Intellectual Aptitude Grades K-8: Services provided in the general education setting. Students will participate in multidisciplinary enrichment activities throughout the school year.
- Specific Academic Aptitude Language Arts/English Grades 4-12: Grades 4 and 5 will have instruction provided by the TAG teacher. Grades 6-12 receive advanced instruction through honors, AP and dual enrollment opportunities.
- Specific Academic Aptitude Mathematics Grades 4-12: Grades 4 and 5 will have instruction provided by the TAG teacher. Grades 6-12 receive advanced instruction through honors, AP and dual enrollment opportunities.
- Specific Academic Aptitude Social Studies Grades 4-12: Grades 4 and 5 have differentiated instruction provided in the general education setting through a Differentiated Education Plan (DEP). Grades 6-12 receive advance instruction through honors, AP and dual enrollment opportunities.
- Specific Academic Aptitude Science Grades 4-12: Grades 4 and 5 have differentiated instruction provided in the general education setting through a Differentiated Education Plan (DEP). Grades 6-12 receive advance instruction through honors, AP and dual enrollment opportunities.

Name of Person Submitting Referral *

Relationship to Student *

Phone Number of Person Submitting Referral *

Contact Email of Person Submitting Referral *

Save for Later Submit



Follow Similar Steps in PowerSchool

Parent Permission to Screen (Required Form)

ACPS
Alexandria City Public Schools

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Written Permission for Talented and Gifted Services Evaluation

I give permission for my child, _____ at _____ School to be evaluated on appropriately selected measures of ability and/or achievement as requested by the Identification/Placement Committee. The purpose of this evaluation is to help determine the student's eligibility for Talented and Gifted Services. I understand that the results of the evaluation are restricted to professional use within Alexandria City Public Schools and are available to me for interpretation and discussion. I further understand that the results are to be maintained in a confidential file located in the school's office.

Additional comments (optional):

Signature of Parent/Guardian: _____ Date: _____

Student's Date of Birth: _____ Age: _____ Gender: M F Grade: _____

Address: _____

Phone number(s): _____

Email: _____

Please sign this form and return to the TAG Designee.

Parent Information Form (Optional)

ACPS
Alexandria City Public Schools

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OPTIONAL - PARENT INFORMATION FORM FOR THE TALENTED AND GIFTED PROGRAM
Due [Three Weeks from the Referral Deadline]

Student's Name: _____ School: _____

Grade: _____ Age: _____ Birthdate: _____

Name of Parent(s)/Guardian: _____ Today's Date: _____

Signature of Person Completing Form: _____

Assurance: Your child has been referred for gifted services screening. As a parent, you have unique opportunities to see your child at play, at work, and in family settings. Please share your observations with us so we may know your child more completely.

Section I: Three Words & Outside Interests

List and briefly explain three words that describe your child:

1. _____
2. _____
3. _____

What activities or interests does your child pursue outside of school?
