

2023–2024 Advanced Academic Services (AAS) Screening Timeline

Step	Action	Responsible Person	Date Range
1.	Open the special screening window for grades 5–8 Tier III Specific Academic Aptitude (SAA) services.	Parents/guardians, staff, community members, or students	August 21–September 30, 2023
2.	Provide parents/guardians with a screening overview and timelines via school newsletters, ACPS Express, or ParentSquare.	Central Office: AAS staff and local school	By September 1, 2023
3.	Submit referrals in PowerSchool for grades 5–8 Tier III SAA services special screening window.*	Parents/guardians, staff, community members, or students	Due by September 30, 2023
4.	Hold information Advanced Academic Services (AAS) meetings with parents/guardians.	Local school: School-based Screening Leads	By October 1, 2023
5.	Open the screening window for grades K–7 AAS Tier II General Intellectual Aptitude (GIA) and Tier III SAA.	Parents/guardians, staff, community members, or students	October 1, 2023
6.	Conduct Cognitive Abilities Testing (CogAT)—grade 3 window.	Local school, Office of Accountability	October 16–October 27, 2023 Samuel Tucker: October 23–November 3, 2023
7.	Provide the Notification of Eligibility to parents/guardians for the grades 5-8 Tier III SAA services special screening window.*	Local school: School-based Screening Leads	By November 1, 2023
8.	Provide screening reminders to parents/guardians/community members/staff members about referral deadlines via school and district newsletters, websites, and social media.	Local school: School-based Screening Leads and Central Office: AAS staff	Due by December 15, 2023

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9.	Indicate refusal for screening in the Phase 1 process, including through the universal screening, on the Opt-Out Form for Universal Screening (Phase 1) via PowerSchool.	Parents/guardians	Due by January 6, 2024
10.	Submit Tier III referrals in PowerSchool or to the school’s AAS Screening Lead for any student in grades K–7.	Parents/guardians, staff, community members, or students	Due by January 31, 2024
11.	Send confirmation letters to parents/guardians who submitted a referral for Tier III screening and to parents/guardians of students who were automatically referred via the universal screening procedures, indicating they will move on to Phase 2 of the identification process.	Central Office: AAS staff	Within 10 instructional days of the referral deadline
12.	Submit the Permission to Screen and Optional Additional Information Form via PowerSchool and optional student work samples to the local school’s AAS Screening Lead.	Parents/guardians	Due by February 20, 2024
13.	Conduct CogAT—grade 2 window.	Local school, Office of Accountability	Elementary Schools: March 4–21, 2024
14.	Communicate to parents/guardians whether or not students will be moving forward to Phase 3 of the screening process.	Local school: AAS Screening Leads	Due by April 1, 2024
15.	For grades K–7 screening, send out a notification of the decision, including the screening rubric, Permission to Place form, and information about submitting appeals.	Central Office: AAS staff	Due by May 15, 2024
16.	Answer questions that parents/guardians may have about their child’s screening.	Local school: AAS Screening Leads or Principal	Between May 15 to the end of the school year

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Step	Action	Responsible Person	Date Range
17.	Submit appeals to the AAS office.	Central Office: AAS staff	Due by June 1, 2024
18.	Send out decision letters to parents/guardians after the Appeals Committee meets.	Central Office: AAS staff	Due by July 15, 2024

**The 2023–2024 school year is a transition screening under ACPS’s updated Local Plan for the Gifted. The previous screening cycle for students in grades 5–8 was fall of 2022, so ACPS has opened a screening window for students in grades 5–8 to be referred during two windows: the September 30 and January 31 windows during the 2023–2024 school year. During the 2024–2025 school year, students in grades 5–8 will follow the updated referral screening windows with a deadline of January 31.*