



TAG-P001-TALENTED AND GIFTED IDENTIFICATION PROCESS

PROCEDURE

TALENTED AND GIFTED (TAG)

SUMMARY

In order to serve Talented and Gifted (TAG) students in grades K-12, the TAG Services staff and school teams will implement an identification process that encompasses differing types of opportunities for identification.

DEFINITIONS

The District - Salem-Keizer Public Schools

TAG – Talented and Gifted.

TAG Advocate – An individual at each school building which has agreed through leadership role, approval from the school administrator, and compensation to be the primary resource and perform the duties necessary for TAG.

TAG Team – A team of individuals at each school comprised of a TAG Advocate, building teachers/staff and/or administrators. The TAG Team may vary in membership dependent upon discussions.

INSTRUCTION

1. The District will strive to identify academically talented students in math and/or reading, or intellectually gifted students as early as possible.
2. The District will strive to identify TAG students from historically underrepresented and/or marginalized populations.
3. IDENTIFICATION BASED ON MULTIPLE CRITERIA
 - a. One piece of evidence will be results from a nationally standardized test of academic achievement or mental ability.
 - b. Other pieces of evidence may include information relating to behavior, learning and performance.
 - c. No single test result, measure, or piece of evidence shall be the sole criterion for identification.
4. INITIAL DATA REVIEW
 - a. When a student has been referred, the TAG Team collects and reviews applicable data. This data must include supporting evidence such as work samples, classroom observations, and/or parent/guardian/teacher supporting feedback.
 - b. The TAG Team then decides whether the student:
 - i. Will be submitted for testing,
 - ii. May require collection of additional information to support candidacy for testing, including but not limited to:
 - Inclusion on a watch list for upcoming testing years,
 - Requests for additional supporting feedback from staff or parent/guardian.
 - iii. Does not meet criteria.
5. INDIVIDUAL TESTING
 - a. When individual testing is offered:
 - i. Parent/Guardian permission is required.
 - ii. Test outcomes will be shared with parent/guardian and the TAG Team.

- iii. Testing will occur in a 1:1 environment with the student and trained TAG tester.
6. UNIVERSAL SCREENER TESTING
 - a. When universal screener testing is offered:
 - i. Parent/Guardian is notified in advance of testing and given opportunity to opt-out.
 - ii. Test outcomes are shared with the TAG Team.
 - iii. Testing will occur in a group/classroom setting with students and classroom teacher.
 7. OREGON STATEWIDE ASSESSMENT SYSTEM (OSAS)
 - a. When OSAS results are available:
 - i. Outcomes are shared with the TAG Team.
 8. SPECIAL EDUCATION (SPED) TESTING
 - a. When SPED testing is identified to have occurred:
 - i. The TAG office performs a file review of the testing results.
 - ii. Outcomes are shared with the TAG Team.
 9. TRANSFER-IN PORTABILITY
 - a. When a student is identified to have been TAG in another district:
 - i. The TAG office performs a file review.
 - ii. Outcomes are shared with the TAG Team.
 10. DATA REVIEW AND DETERMINATION
 - a. When a student is being considered for identification, the TAG Team collects and reviews applicable data. In addition to standardized test or outcome results received from the TAG office, this data must include other pieces of supporting evidence such as work samples, classroom observations, and/or parent/guardian/teacher supporting feedback.
 - b. The TAG Team then decides whether the student:
 - i. Meets criteria for identification,
 - ii. May require additional information,
 - iii. Does not meet criteria.
 - c. The TAG Team will make the final decision on the identification of a student.
 11. COMMUNICATION
 - a. Parent/Guardian and the student's teacher(s) are notified of the identification decision.
 - b. The parent/guardian are informed of the services available.
 - c. Parent/Guardian has the right to appeal the decision if they disagree, and/or opt-out of services by contacting the building principal.
 - d. Questions regarding the identification process should be directed to the school's TAG Advocate or the district TAG office.

APPLICABILITY

- TAG Services office
- Director of Curriculum
- TAG Team
- TAG Advocates
- Building Administrators
- K-12 Teachers

ASSOCIATED DOCUMENTS

- TAG-A002
- TAG-A003

RECORD RETENTION TABLE

| Identification | Storage | Retention | Disposition | Protection |
|---|---|--|--------------------|--|
| Talented and Gifted Identification Record | Student cum files in school/department offices. | Permanent record in student cum file. Five years in the TAG Services Office. | Secure disposal. | Office and files locked when not in use. |

APPROVAL AUTHORITY

Assistant Superintendent

REVISION HISTORY

- 01/24/2011 – New Procedure
- 04/17/2023 – Updated procedure, additional identification opportunities added
- 09/08/2023 – Updated formatting an layout to meet accessibility standards.