

# Parent Gifted Evaluation Referral Process

## Parent Referral

**Written:** Parent completes written form on district website or provides a written request

**Oral:** Teacher documents oral request via an email sent to the building principal and encourages parent to make a written request

Referral sent to building principal

Building principal sends request to central office gifted support secretary

Permission to evaluate packet generated by gifted support secretary and mailed to the parent within 10 calendar days .

Packet includes Permission to Evaluate (PTE) form, parent questionnaire and a letter describing the process. PTE must be returned to the district office to proceed.

Upon return of the signed PTE,

1. gifted support teacher administers screening test
2. questionnaire is sent to classroom teacher
3. School psychologist schedules IQ testing

Evaluation will be completed within 60 calendar days, summer vacation excepted