**District Initiated Screening and Evaluation**

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| **Step** | **What are we doing?** | **Who is Responsible?** | **What is the timeline for follow-through?** |
| **1** | Review the Universal Screening Data Points for literacy and math. | Grade Level Teams collect and analyze the data. | Grade level teams should review the data by the dates established by the district assessment calendar. |
| **2** | Grade level teams are instructionally matching enrichment to students. Teachers should consult the Assessment and Enrichment Framework for guidance. | Grade level teams should consider what enrichment will look like, who will receive it, and how it will be delivered.  Grade level teachers will deliver enrichment. | Grade level teams should implement decisions made at data analysis within two weeks of team meeting. |
| **3** | Identify group of advanced learners who have met the required multiple data points in literacy or math and should move on to the next phase of the gifted screening and evaluation process. Send letter of notification to parent/guardian. | Building Level Data Team  (Consider making a Screening Group on Performance Tracker) | Done at the meeting as long as they understand how to create the subgroup and data points that will be part of the screening and evaluation. |
| **4 a** | Administer WASI II | School Psychologist | 2-3 weeks |
| **4 b** | District-Created Teacher Rating Scale | Classroom Teacher | 2-3 weeks |
| **5** | Determine which of the Screened students move onto evaluation. | Task Force: Group of members from across the district to holistically look at the data and determine which students move on to evaluation. (“Testing the process”) | Group will meet early November and late February to look at the district pool of students who we will consider for evaluation. |
| **6** | Notify District Special Education Office to send a Permission to Evaluate | Building Principal | Permission to Evaluate must be sent from Special Education office within ten calendar days of the initial parent request |
| **7** | Upon receipt of Parent Permission to Evaluate, Conduct Evaluation | School Psychologist  Parents  Classroom Teacher | Within 60 calendar days from receiving the PTE |
| **8** | Complete Report and share with parents | School Psychologist  Classroom Teacher | By the 60th calendar day from  receiving the PTE |
| **9** | Meet with GMDT | School Psychologist  Parent  Classroom Teacher | Can be outside the 60 day window as long as the parents have received the report. |

**Parent Referral**

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| **Step** | **What are we doing?** | **Who is responsible?** | **What is their role?** | **What is the timeline for follow-through?** |
| **1** | Notify District Special Education Office to send a Permission to Evaluate | Building Principal | Send Notification to the Special Education Office | Permission to Evaluate must be sent from Special Education office within ten calendar days of the initial parent request |
| **2** | Upon receipt of Parent Permission to Evaluate, Conduct Evaluation | School Psychologist | Conduct psychological, summarize report in the GWR, Weigh-in on the Recommendation | Within 60 calendar days from receiving the PTE |
| Parents | Submit information about their child, Weigh-in on the Recommendation |
| Student | Provides information through interview or survey |
| Classroom Teacher | Provides on level data, describes instructional strategies that have worked, Weigh-in on the Recommendation |
| TBD | Determine instructional levels in strength area, Weigh-in on the Recommendation |
| **3** | Complete Report and share with parents | School Psychologists | Review report with parents and inform them of their opportunity to have a meeting. | By the 60th calendar day from  receiving the PTE |
| **4** | Meet with GMDT | Parent/Student, School Psychologist, Classroom Teacher, TBD |  | Can be outside the 60 day window as long as the parents have received the report. |