BCPS: Determining Eligibility for Gifted Services

STEPS	PROCESS	PROCESS MANAGER
Nomination	Parent, teacher, or staff nominates student for consideration. Student can self-nominate as well.	LEA/ESE Specialist
Screening	Parent is notified of nomination for screening.	LEA/ESE Specialist
	Create Consent for Screening and the Notice of Proposal/Refusal and obtain parent signature on consent and Gifted Procedural Safeguards.	LEA/ESE Specialist School-Personnel Trained in
	Screening of student through administration of KBIT-2 or similar instrument: Plan A students score a 125 or higher and Plan B (ELL or FRL) students score a 113 or higher to be referred for further testing. Screening	Administration of K-BIT 2 School-Personnel Trained in
	should be completed within a reasonable amount of time once you receive the consent (2-4 weeks).	Administration of CoGAT
	Second grade only: screening of student through administration of the CoGAT. Plan A students score a 97% or higher and Plan B students score an 81% or higher to be referred for further testing	LEA/ESE Specialist
	For students who do not pass the screening send home the results via the Notice of Refusal and Post Screening Letter. File results and all paperwork in student CUM. For students who pass the screening, send home the Consent for Evaluation, Parent Information form and Post Screening Letter.	
Referral	Parent signatures obtained on these forms:	LEA/ESE Specialist
(When student		
meets minimum score on	Consent for formal evaluation Depart information form	
screening instrument)	 Parent information form Procedural safeguards for the gifted (if not already obtained before screening) 	
·	Current classroom teacher(s) complete the gifted indicators checklist (Plan A or Plan)	LEA/ESE Specialist
	Create the Referral to Psychological Services in EASY and send to Psych Services along with the Referral Checklist, Consent, Parent Information Form, Screening Information and Gifted Indicators Checklist.	
Evaluation	Administration of intelligence test	School Psychologist
	Rating of gifted indicators checklist	School Psychologist or LEA/ESE Specialist
Determination of	Eligibility Determination Meeting	LEA/ESE Specialist
Eligibility	 Committee reviews: Psychological report Gifted indicator's checklist results Need for program 	
	 Committee determines eligibility If eligible: Change status on gifted eligibility tab and enter the date of the meeting in EASYIEP Create the eligibility gifted document Create notice of proposal/refusal gifted document and obtain parent signature for initial placement 	

Proceed with the Educational Plan Meeting
 If not eligible:

 Create the eligibility gifted document and indicate that the student did not meet criteria