

Referral Timeline Summary

December- mid January	<p>System-wide referral process begins. Each school reviews current test data for automatic referrals and the referral window is opened for all stakeholders to nominate students for referral.</p> <p>Parents may also refer their child using the referral documents.</p> <p>Required documents for referral will be available on the district website and at each school.</p> <p>Student referrals are due to the Gifted Director mid-January. Once teams have met and made recommendations, referrals will not be accepted for this school year.</p>
Mid- January- February	<p>The director and/or school administrator will meet with the Search/Eligibility Team at each school to review data and other evidence collected through the referral process. The Search/Eligibility Team will make recommendations based on data gathered.</p> <p>If referred for evaluation, parents will be sent a letter requesting permission to evaluate the student.</p> <p>Evaluation process may begin once all permission letters are received.</p>
March- April	<p>Evaluation process continues—as needed.</p>
May – Mid-June	<p>Upon receipt of all assessment results, eligibility will be determined. Parents will be notified of eligibility and given assessment results.</p>

(Revised July 2021)