**Hughes Springs ISD**

**Department of Gifted Education**

**Identification Procedures**

The identification process for the Program for Gifted of the Hughes Springs ISD consists of four stages:

1. referral of potential candidates
2. collection of data
3. selection
4. dissemination

**Referral of Potential Candidates**

Referrals of potential candidates (K-12th grade) for the Program for Gifted may be made by members of the faculty, administration, students, parents, and members of the community.

After the deadline for accepting referrals has passed, teachers and principals are given the names of the referred students, and parents are asked to fill out a Permission for Testing form and return it to the Department of Gifted Education. The completed form must be on file before identification can proceed for the student.

A student can be tested once per school calendar year.

**Collection of Data**

Before the collection of data process begins, each student is assigned a personal code number which is used for identification throughout the selection process. Criteria for placement should be based upon observed performance on schoolwork, standardized examinations, or other measures of achievement that indicate that the student is performing at or has the potential to perform at a remarkably high level of accomplishment.

Available data collected for each referred student consists of the following, but not limited to:

1. Teacher Rating Scale
2. Parent Evaluation Scale

Additional Data:

1. Intellectual Ability Tests
2. Reading Tests
3. Creativity Tests

**Selection**

No identifying student information is used until after the selection committee has made its decision. Only then are the names entered on each individual Identification Profile Sheet. This assures impartiality by all parties involved in the selection process.

Raw scores are then plotted according to a rubric, ranging from Below Basic to Advanced.

After completion of an Identification Profile sheet for each student referred for evaluation, a Gifted and Talented Screening Committee (GTC) is assembled to make final selections. This five-person committee consists of one or more of the following who have received required training:

* School Administrator
* Counselor
* Classroom Teacher
* GT Coordinator

**Dissemination**

Following the decision of the Screening Committee, results are disseminated to the following:

* Parents of ALL evaluated children, regardless of the outcome of the identification process.
* Administrators and teachers.

All parents are invited to make an appointment for a conference with the GT Coordinator or a designee to further discuss the results of the screenings.