

## *Gifted & Talented Nomination Process*

1. Teachers nominate students to be assessed for GT. These student's names are sent to the selection committee for approval for further GT assessment. Parents are **NOT** to be contacted until the selection committee decision has been made. Out of district testing data (if applicable) must be copied from the CUM folder and attached to the teacher nomination referrals. Students chosen for nomination should be in accordance with testing date guidelines.
2. The selection committee meets to make decisions and fill out the referral checklist. The paperwork for those not selected for testing **should not** be returned to the GT office and may be filed in whatever manner the campus chooses. If testing is recommended, the selection committee will then give the nomination/permission for testing and the parent observation forms to the teachers for the students selected.
3. GT referrals must go through the campus GT contact. The nomination/permission for testing form must be signed and returned as soon as possible by parent/guardian before testing can begin. All signed forms returned are then given to the campus GT contact. Parents and teachers can take 2 weeks to return observation forms.
4. The GT contact person will send the *signed* permissions, observation forms and *all* testing information to:

<b>Stephanie Cantu ESC Room 323</b>		<b>Terry Boulware ESC Room 325</b>	
<b>AHS:</b> All <b>CHS:</b> Bowie Fannin Glenwood Humphrey's Landergin Oak Dale Sanborn South Lawn Sunrise Tradewind	<b>PDHS:</b> Emerson Forest Hill Rogers Whittier	<b>THS:</b> All <b>PDHS:</b> Travis Mann Allen Eastridge Hamlet Lee Mesa Verde Pleasant Valley	<b>CHS:</b> Lamar Lawndale

5. When all testing is complete the GT office will send the Student Profile to the campus GT contact person.
6. The selection committee will meet to make decisions based on assessment data. Once the selection committee decisions have been made; the selection committee will then sign the student profile. There must be at least three selection committee signatures on the student profile. The campus GT contact person will send all of the original student profiles back to the GT office and the GT Office will notify parents of placement decisions.