**Evaluation Process**

**Referral Windows:** September and January

**Testing Windows:** Testing will be completed by winter break for fall referrals and April 30th for spring referrals.

* Referral Received: from parent, teacher, peer, student
* Send home parent permission for evaluation
* Once parent permission is received:
* Send home parent checklist
* Send out teacher checklist
* Checklists provide qualitative data.
* Anecdotes and examples are very helpful to the committee
* Assess student
* quantitative data
* ability tests in 3 areas: Verbal, Quantitative, Nonverbal

**Criteria for Placement**

* There are two criteria by which a student may qualify for the program:

1. Top 2%- a percentile test score of 98 or above on a nationally normed standardized test of intellectual ability will result in automatic admission.
2. Top 7%- student must score at or above the 93rd percentile on at least two assessments and must score 93 or higher on one teacher score. The campus committee will review the matrix to determine student eligibility for the program. The committee may look at other criteria and factors such as: parent/teacher anecdotes and interviews, portfolios, grades, TPRI or other school assessments, STAAR/EOC exams, student interviews, etc.

* All evaluation data will be recorded on the Gifted and Talented Identification Profile Matrix. All assessment will be placed in a designated file with the student’s permanent records.
* Parents will be notified of the results.
* Written parent permission must be obtained prior to the student’s participation in the program.