

REFERRAL PROCESS: Children may be referred on an on-going basis for Gifted Identification Screening through any of the following means:

- Child request (self-referral)
- Teacher recommendation
- Parent/guardian request
- Child referral of peer
- Other (i.e., psychologist, community members, principal, gifted coordinator, etc.)

Referral forms are available at each school office as well as on the District's website. The District will provide at least two opportunities a year for assessment in the case of children requesting assessment or referred for assessment by teachers, parents, or other children. There will be ample and appropriately scheduled procedures for assessments and reassessments using group or individually-administered tests, auditions/performances, displays of work or exhibitions, and/or checklists.

SCREENING AND ASSESSING: The District uses a three-part approach to screen students for gifted identification as follows:

Stage I: Pre-Assessment

The pre-assessment part of the process involves gathering student data from a variety of sources including teacher, parent and peer nominations, grades, portfolios, observations, review of student records, and outstanding products or performances, etc. All students are involved in the pre-assessment pool. The District ensures through the pre-assessment stage, equal access to screening and further assessment for all District children, including culturally or linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for who English is a second language.

Stage II: Assessment for Screening

The screening stage examines the data gathered from the pre-assessment stage and determines if additional assessment is necessary. If further assessment is required, parents are notified and they are asked to give permission for the assessment. Appropriate assessment instruments are selected from the Ohio Department of Education Approved List of Instruments. Tests used for screening are administered by qualified personnel and results are factored into the pre-determined cut-off scores as stated in the district's Assessment Instruments brochure, included at the end of this Information Booklet.

Stage III: Assessment for Identification

Students who meet screening score requirements but not the identification score are given a second opportunity to qualify as gifted through the administration of an additional test. It is also at this stage that special consideration is given to test selection for children from underrepresented populations who may benefit from a test that better accommodates their special needs and gives a more accurate indication of their skills and abilities. Assessments will be used that are valid for the special population being tested.

Once additional assessments have been completed, data obtained throughout the stages of identification are evaluated. The identification decision is made and a student's educational needs are determined. Parents will be notified within thirty days of the results of the screening.

TRANSFER STUDENTS: The District ensures that any child transferring into the District will be assessed within 90 days of the transfer at the request of the parent. Parents shall contact the building principal who will initiate the screening process. The District accepts scores on assessment instruments approved for use by the Ohio Department of Education from other school districts and/or trained personnel outside the school district. To be considered for new identification, all scores must be recent within two years. Students who have been identified as gifted in any other district within the State do not need to be rescreened at Northwestern; gifted identification records become a part of a child's permanent records. It is the parent's responsibility to alert the Director of Gifted/Talented if their child has been identified in another Ohio school district.

APPEAL PROCEDURE: An appeal by the parents is the reconsideration of the results of any part of the identification process. Parents should submit in writing the nature of the concern to the superintendent or

designee who will convene a meeting with the parents and will issue a final decision and reasons within thirty days.

[Link to referral form - 2 page document](#)