



Guidelines for Gifted Identification

Individual Testing Referrals

1. Any student, parent/guardian, or teacher may make a referral for any enrolled student in grades K-12 to be evaluated for gifted identification. *Alternative Testing Referral* forms shall be available at the Gifted & Talented offices, from gifted staff throughout the District, and on the District web site. The form shall describe the procedures for submitting the testing request.
2. The Gifted & Talented office will send a parent/guardian permission form home to families of referred students. Written consent must be granted by the parent or legal guardian before a student will be assessed for gifted identification.
3. Testing referrals received with parent/guardian permission for testing granted within designated time frames will be tested as indicated below:
 - a. Referrals with permission received prior to September 30 will be evaluated between October 1 and February 28.
 - b. Referrals with permission received between October 1 and February 28 will be evaluated between March 1 and the last day of school.
 - c. Referrals with permission after February 28 will be evaluated the following fall.
 - d. Referrals received outside of these windows will be tested earlier than specified when staffing and the calendar permit.
4. Referrals will not be accepted if the student has already been screened twice in a school year or is scheduled to be tested at least twice in the school year for the area(s) of referral.
 - a. Individual referrals for students to be tested in reading and/or math in grades K through 9 will not be accepted since students in those grades are tested at least twice per year using the district's adopted assessment tool.
 - b. Exceptions will be made if required in order to comply with accommodations on an Individualized Education Plan or 504 Plan.
 - c. Exceptions will be made if required in order to comply with the 90-day timeframe state law regarding the testing of students transferring into Columbus City Schools.
5. Referrals will not be accepted if the student has already been identified as gifted in the area of referral.
6. Testing accommodations listed in a student's Individualized Education Plan or 504 Plan will be honored if allowable on the test according to the technical manual for the assessment.
7. Notification of testing outcomes will be sent by mail to the student's primary address listed with the district within 30 days of testing.
8. Appeals of the outcomes by the parent or guardian must be made in writing within 30 days of the date of the results letter to the Executive Director, Office of Improvement and Innovation.

Group Testing Identification

9. Students in grades K through 9 who take the *Measure of Academic Progress* (MAP) and earn a score at or above the 95th percentile in reading or math for the first time will receive notice of gifted identification within 30 days after the last day of the district



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- testing window.
- a. Students in grade 2 who score at or above the 95th percentile on either reading or math on *MAP Primary* will be offered an opportunity for alternative testing in that area in the spring of the same year.
 - b. Students who score between the 93rd and 94th percentile on either reading or math on one administration of *MAP* and a score of 90th to 94th percentile on a second administration of *MAP* will be offered an opportunity for alternative testing in that area in the spring of the same year.
10. Students in grades 2 through 5 who take the group administered cognitive abilities test and earn a score at or above the state-determined identification score the first time will receive notice of gifted identification within 30 days after the district receives the scores.
- a. Students who score within 3 points of the identification score will be offered an opportunity for alternative testing in superior cognitive ability in the spring of the same year.
11. Students in grade 5 who take the group administered science and social studies test and earn a score at or above the 95th percentile in either area for the first time will receive notice of gifted identification within 30 days after the district receives the scores.
- a. Students who score between the 93rd and 94th percentile will be offered an opportunity for alternative testing in that area in the spring of the same year.
12. Appeals of the outcomes by the parent or guardian must be made in writing within 30 days of the date of the results letter to the Executive Director, Office of Improvement and Innovation.

Testing of Students Not Currently Attending Columbus City Schools

13. Students who do not currently attend Columbus City Schools may be referred and evaluated for gifted identification if the following criteria are met:
- a. The student resides within the boundaries of Columbus City Schools.
 - b. The student attends a private or charter school or is homeschooled.
 - c. The student is enrolled to attend Columbus City Schools for a future date within the same school year or for the following fall.
 - d. The student's school does not administer any tests that are on the Ohio Department of Education's list of assessments approved for gifted identification.
14. Students who meet all of these criteria may follow the same process as outlined above and will be assessed as time permits after all current students attending CCS awaiting gifted screening have been assessed.
15. Parents/guardians of referred students will be required to bring their child to a designated location at a CCS building on the date scheduled by the assessor.
16. If there is not an opening for testing prior to the end of the school year or during the specified summer testing dates, the referred student will be evaluated within 90 days of attendance of a CCS school the following year.