



# ***STUDENT REFERRAL***

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Parent Name/Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Thank you for taking the time to refer this student. Anyone can refer a student for testing for Highly Capable services. Please provide us with any information you may have that leads you to believe this child is a candidate for evaluation.

**If this is completed by a teacher, please provide the following information:**

1. Please list all standardized tests or other pertinent achievement data in the space below.
  
2. Is this child on an IEP? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Is this child capable of independent work? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Please fill out attached *Teacher Checklist of Creative and Cognitive Characteristics*.
5. Please send home and collect the two parent documents:
  - a. *Test Permission Slip*
  - b. *Parent Checklist of Creative and Cognitive Characteristics*
6. Please collect all of this information and give to your school secretary or principal **as soon as possible**, so that this student can be included in the testing.

# Bremerton School District

## Procedure for identification and placement of Highly Capable students:

WAC 392 170 047 – Parental permission:

Parental permission must be obtained in writing before:

1. Conducting assessment(s) to determine eligibility to participate in programs for Highly Capable students.
2. Providing initial special services and programs to an identified Highly Capable student.

Parental permission notice shall include:

- A. A full explanation of the procedures for identification and program options.
- B. An explanation of the appeal process.

### 1. **Nomination:**

Nominations will be accepted at any time during the year and may come from any source including teachers, staff, parents, other students, and members of the community. Students may nominate themselves. Anyone nominating a student shall complete a referral form and submit it to the student's school principal or the district office. Parent permission will be requested prior to any testing. Forms are available at the schools and the district office.

### 2. **Assessment:**

Multi criteria will be used in the assessment of students. All students nominated will be assessed in academic, cognitive and creativity skills.

### 3. **Multi-Disciplinary Selection Committee (MSC)**

The role of the MSC is to determine the final selection of students to be placed in the elementary program according to WAC 392-170. The manager for Highly Capable programs will appoint MSC members. The MSC will be comprised of: a classroom teacher with training and expertise in teaching Highly Capable students, school psychologist, building principal and District administrator or designee with responsibility for the supervision of the district's program for Highly Capable students.

### 4. **Analysis and Reporting of Assessment Results:**

An assessment matrix, designed by the MSC, will be used to document and summarize each student's assessment data. Student profile information will be gathered and will include information on academic performance, creativity and other items of value in the assessment process. A summary report will indicate whether the student qualifies or does not qualify for the program. A copy of the assessment report will be placed in the qualifying student's permanent file. A copy of all assessment reports will be sent to the school principal upon completion of the assessment process.

### 5. **Transfer Students:**

Students previously enrolled in a Highly Capable program outside the Bremerton School District will be screened to determine if they meet the criteria for enrollment in the Bremerton School District program. Previous test information in the student's file will be considered by the MSC.

### 6. **Placement**

The district will offer highly capable students the following programs: Options include but are not limited to: self-contained programs, accelerated learning opportunities; academic grouping arrangements like Walk-to-Read that provide intellectual and interest peer group interactions; clustered Connections Class; student goal setting; self-selection of course at secondary; cooperative agreement between K-12 and institutions of higher education and programs designed to share resources and facilities to maximize student learning and mentorships and career exploration if appropriate.

### 7. **Exceptions to the Criteria:**

Exceptions may be made by the MSC for students whose test results do not meet the criteria because of special circumstances. For students showing potential, additional data may be gathered to determine eligibility for the program.

## **Bremerton School District**

### **Procedure for identification and placement of Highly Capable students:**

**8. Notification to Parents:**

A letter will be sent to parents with a copy of the assessment results and the MSC's decision for placement in the program. Parents will be notified of appeal rights and procedures.

**9. Appeal Process:**

Parents/legal guardians have the right to appeal the Multi-Disciplinary Selection Committee's decision. Individuals appealing the selection committee's decision must submit a completed appeals form or letter requesting review of selection/placement decision. The written request must include reasons for the appeal and, to support reconsideration, provide additional evidence of significantly advanced cognitive or academic levels and/or outstanding intellectual, academic, or creative abilities.

The appeal request and supporting evidence must be submitted to the Superintendent within 10 school days of the Multi-Disciplinary Selection Committee's decision notification.

Bremerton School District  
Attention: Superintendent  
134 Marion Avenue North,  
Bremerton, WA 98312

Any concerns or questions regarding the process for Highly Capable services should be directed to the Assistant Superintendent for Curriculum/Instruction at 360-473-1006.