1.0 SCOPE:

1.1 Students qualify for enrichment services based on the following procedure.

2.0 RESPONSIBILITY:

2.1 Assistant Superintendent, Learning and Teaching

3.0 APPROVAL AUTHORITY:

3.1 Enrichment Coordinator

4.0 DEFINITIONS:

4.1 Talent Pool- students who qualify for enrichment services

4.2 NWEA Levels Tests - Northwest Evaluation Association standardized tests in reading and math

4.3 CogAT - Cognitive Ability Test

4.4 Multidisciplinary Selection Committee - the group of educators who review all Talent Pool candidates and make the final selection. The committee is comprised of the Enrichment Coordinator, Enrichment Specialists, the Assessment Coordinator, and a School Psychologist.

4.5 Creativity Checklist – used to identify highly creative students or nominate additional students who did not meet the initial requirements.

4.6 Parent Referral Form – Parents may use this form to nominate their child for Talent Pool consideration if they are new to the district.

4.7 WAC – Washington Administrative Code

4.8 Student Data Sheet – a list of all Talent Pool candidates and their test scores

4.9 Letter of Understanding – a letter to parents that must be returned prior to initial services indicating whether they accept or decline Enrichment services.

4.10 SLP – Student Learning Plan

5.0 PROCEDURE:

5.1 All 3rd grade students are screened for the Talent Pool using the NWEA Levels Tests and the Cognitive Ability Test (CogAT).

5.1.1 Fourth grade students who are new to the district are considered for the Talent Pool using the NWEA Levels Tests and/or other standardized test scores from their previous district. Nominations may be made by parents, teachers, students and community members.

5.2 Students who qualify for consideration must have one or more of the following scores:

5.2.1 95th percentile on the NWEA Levels tests in reading or math
5.2.2 90th percentile on the Total Battery or Nonverbal section of the CogAT with at least a 50th percentile the NWEA Levels tests in reading and math.

5.3 A list of potential Talent Pool students is sent to 3rd grade teachers in May. They complete a Creativity Checklist on all candidates.

5.3.1 Teachers may submit additional nominations using the Creativity Checklist.

5.4 Parents are informed in the district newsletter that they must fill out a Parent Referral Form by September 25th if their child is new to the district and if they wish to have him/her considered for the Talent Pool.

5.5 After the September 25th deadline, the Multidisciplinary Selection Committee meets to select the Talent Pool Students according to the guidelines in the WAC’s. A Student Data Sheet lists all pertinent test scores.

5.6 A list of the 4th and 5th grade Talent Pool students is sent to all 4th and 5th grade teachers and the principal in each building.

5.7 Parents receive a letter that identifies their child as a Talent Pool student and indicates the area(s) of assessed strength.

5.7.1 Parents are invited to a Parent Orientation meeting that describes Enrichment services.

5.7.2 A Parent Handbook is provided to the parents of each identified student.

5.7.3 Parents are required to sign and return a Letter of Understanding prior to initial services.

5.8 When the results of the fall NWEA Levels tests become available, the parents of newly identified 4th and 5th grade students receive identification letters, a Parent Handbook and a Letter of Understanding.

5.9 Student services begin as soon as the Letter of Understanding is received.

5.9.1 Parents who wish to decline services must do so in writing.

5.9.2 Parents who wish to resume services must do so in writing.

5.10 Students who were referred through the Parent Referral process but do not qualify receive a letter informing them of alternative enrichment options.

5.11 All identified students are entered into the district information system using codes that indicate their area(s) of assessed strength.

5.12 Student names will be entered on a master Student Learning Plan that shows their area(s) of assessed strength and corresponding services provided.
6.0 ASSOCIATED DOCUMENTS:

6.1 Student Data Sheet

6.2 Parent Letters

6.3 Student Learning Plan Master List

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Data Sheet and test score information</td>
<td>Enrichment files</td>
<td>Indefinite (seven years minimum)</td>
<td>Shred/trash</td>
<td>Fire proof filing cabinet</td>
</tr>
<tr>
<td>Parent letters</td>
<td>Enrichment files and student cum file</td>
<td>Indefinite (seven years minimum)</td>
<td>Shred/trash</td>
<td>File cabinet</td>
</tr>
<tr>
<td>Student Learning Plan Master List</td>
<td>Enrichment files</td>
<td>Indefinite (seven years minimum)</td>
<td>Shred/trash</td>
<td>File cabinet</td>
</tr>
</tbody>
</table>

8.0 REVISION HISTORY:

Date: 22-Nov-05  Rev: A  Description of Revision: Original Release
All 3rd grade students and new 4th grade students are screened for Talent Pool in May.

Scores must be in the 95th percentile in reading or math on Levels tests or the 90th percentile on the CogAT with at least a 50th percentile in reading and math.

Creativity Checklists sent to 3rd grade teachers to complete on all candidates and new referrals.

Parent Referral forms are due Sept 25 from students who are new to the district.

The Multidisciplinary Selection Team meets to review all candidates and select Talent Pool based on WAC’s.

Teachers and parents are informed of students’ assessed strengths and corresponding Enrichment services. Parents must accept or decline by signing Letter of Understanding.

Parent Referrals receive letter informing them of alternative enrichment options.

**End of procedure**