Executive Summary: TAG School Checklist (2019-2020)

August/September 2019
MANDATORY Tag Facilitator Meeting: September 12, 2019

TAG Facilitator	□ Assist administrator with scheduling and facilitating of the Fall TAG Parent Night and send notice to parents. □ Make copies of TAG **K-5 Student/Parent Survey** to send home to currently identified TAG students, and give back to teachers when returned by families. The Department of Talented and Gifted Education will email every TAG family, as well. □ Monitor the completion of IDPFs and help to transfer information into the schools' individual Google Sheet. Start early and begin collecting scored samples of work from teachers. □ Make sure the school has an updated TAG Bulletin Board that is easily seen by parents. Add **Nomination/Permission Forms, latest Building TAG Plan,** and any other updates, etc. □ Collect and keep a copy of highlighted TAG Classroom List, initialed class lists for documentation. □ Serve as instructional leader and present professional development to staff routinely. □ Support **2nd grade Assessment Window for Intellectual NNAT3.** This will begin Sept. 23rd and end October 25th. All 2nd grade students should complete this assessment during this testing window. All other assessing will take place during the winter testing window. *Whole Grade Acceleration Applications Accepted Aug. 28-Sept. 20* *Whole Grade Acceleration Testing Aug. 28-Oct. 4* *(See Process Guides for More Info)*
Teachers	□ Assess students often and plan for their rate and level. □ Print out TAG Classroom Lists from Synergy. Initial beside names. Give highlighted list to TAG Facilitator to keep for documentation and keep one copy for your records. □ Look in student records so teacher is aware of student needs. □ TAG Facilitator will give copies of a **Parent Letter** along with **Student/Parent Survey** to send home. Collect it when it returns and read in order to get to know students better. □ Begin screening students using the updated TAG Pre-Screening Tools**,** and other observational data. Pay close attention to underrepresented groups. □ Updated **Nomination/Permission Form (IDPF): There is a paper copy for parent and teacher to complete.** Fill out teacher areas of Nomination/Permission Form and provide scores for samples of work. Add any additional notes that help to inform decisions. □ Support **2nd grade Assessment Window for Intellectual NNAT3.** This will begin Sept. 23rd and end October 25th. All 2nd grade students should complete this assessment during this testing window. All other assessing will take place during the winter testing window. □ If an **Individual TAG Plan** is requested, plan, sign and finalize within 30 days. Make two copies; send one home and upload one into student cumulative folder in Docuware. Teachers are paid for 1 hour per written plan. Teachers must complete form and report hours using the *Individual TAG Plan Request for Pay* form in the "Educator" tab on the TAG website. Also make sure to fill out two copies of the **Verification of Communication-Individual TAG Plan** form.
Administrator	□ Support TAG Program and students. □ Communicate often to families about updates, assessments, identification, and program. □ Be aware of students' rate and level. Support teachers with differentiation. □ Communicate regularly with TAG Facilitator and assign time during staff meetings for Facilitator to share. □ Support **2nd grade Assessment Window for Intellectual NNAT3.** This will begin Sept. 23rd and end October 25th. All 2nd grade students should complete this assessment during this testing window. All other assessing will take place during the winter testing window. *Whole Grade Acceleration Applications Accepted Aug. 28-Sept. 20* *Whole Grade Acceleration Testing Aug. 28-Oct. 4* *(See Process Guides for More Info)*

Executive Summary: TAG School Checklist (2019-2020)

October 2019
MANDATORY Tag Facilitator Meeting: October 10, 2019

TAG Facilitator	□ Support **2nd grade Assessment Window for Intellectual NNAT3.** This will begin Sept. 23rd and end October 25th. All 2nd grade students should complete this screening assessment during this testing window. All other assessing will take place during the winter testing window. □ Assist administrator with scheduling and facilitating of TAG Parent Meeting and send notice to parents if not already held. □ Coordinate with TAG Proctor/s about assessment schedules, location of assessment, materials, etc. Support school with organization. □ Advocate for historically underserved during the winter testing window. □ Assist teachers when necessary and available. □ Serve as instructional leader and present professional development to staff routinely. *Whole Grade Acceleration Applications Accepted Aug. 28-Sept. 20* *Whole Grade Acceleration Testing Aug. 28-Oct. 4* *(See Process Guides for More Info)*
Teachers	□ Assess students often and plan for their rate and level. □ Support **2nd grade Assessment Window for Intellectual NNAT3.** This will begin Sept. 23rd and end October 25th. All 2nd grade students should complete this assessment during this testing window. All other assessing will take place during the nomination window. □ Continue screening students using the updated **Nomination/Permission Form,** Pre-Screening Tools, and other observation data. Pay close attention to historically underserved. □ Updated **Nomination/Permission Form: There is a paper copy for parent and teacher to complete.** Fill out teacher sections and provide scores for samples of work. Add any additional notes that help to inform decisions. □ If an **Individual TAG Plan** is requested, plan, sign and finalize within 30 days. Make two copies; send one home and upload one into student cumulative folder in Docuware. Teachers are paid for 1 hour per written plan. Teachers must complete form and report hours using the *Individual TAG Plan Request for Pay* form in the "Educator" tab on the TAG website.
Administrator	□ Support **2nd grade Assessment Window for Intellectual NNAT3.** This will begin Sept. 23rd and end October 25th. All 2nd grade students should complete this screening assessment during this testing window. All other assessing will take place during the winter testing window. □ Announce deadline for TAG nomination and support TAG Facilitator to get all **Nomination/Permission Forms** completed. □ Support TAG Program and students. □ Communicate often to families about updates, assessments, identification, and program. □ Be aware of students' rate and level. Support teachers with differentiation. □ Communicate regularly with TAG Facilitator and assign time during staff meetings for Facilitator to share. *Whole Grade Acceleration Applications Accepted Aug. 28-Sept. 20* *Whole Grade Acceleration Testing Aug. 28-Oct. 4* *(See Process Guides for More Info)*

Executive Summary: TAG School Checklist (2019-2020)

November/December 2019
MANDATORY Tag Facilitator Meetings: November 14, 2019 **AND** December 12, 2019

TAG Facilitator	□ Make sure all **Nomination/Permission Forms** are complete. Paper copies will be picked up in your school office by your TOSA on **Friday, December 6th**. Please make sure they are in a marked envelope in your school office **by 8:00AM**. Complete your individual school's Google Sheet. **ALL** IDPFs are due from parents to the <u>school</u> by **November 26th,** and complete and ready to be picked up from the TAG Department by **December 6th**. **NO LATE NOMINATION/PERMISSION FORMS WILL BE ACCEPTED.** □ Coordinate with TAG Proctor/s about assessment schedules, location of assessment, materials, etc. Support school with organization. □ Advocate for historically underserved during nomination window. □ Assist teachers when necessary and available. □ Serve as instructional leader and present professional development to staff routinely.
Teachers	□ Assess students often and plan for their rate and level. □ Make sure all **Nomination/Permission Forms** are complete. Paper copies will be picked up in your school office by your TAG TOSA on **Friday, December 6th**. Please make sure they are COMPLETE, and turned in to your school TAG Facilitator by **December 2nd**. **ALL** IDPFs are due from parents to the <u>school</u> by **November 26th. NO LATE NOMINATION/PERMISSION FORMS WILL BE ACCEPTED.** □ If an **Individual TAG Plan** is requested, plan, sign and finalize within 30 days. Make two copies; send one home and upload one into student cumulative folder in Docuware. Teachers are paid for 1 hour per written plan. Teachers must complete form and report hours using the *Individual TAG Plan Request for Pay* form in the "Educator" tab on the TAG website. □ At conferences, sign two copies of the Verification of Communication of Services indicating you and the parent have discussed instructional strategies used to meet a student's rate and level. One copy is for the parent; the second copy is uploaded into student cumulative folder in Docuware.
Administrator	□ Make sure all **Nomination/Permission Forms** are completed, ready for TAG to pick up, and entered in to Google by **December 6th** so scheduling of all assessments can begin. This is a critical part of the assessment process. □ Support TAG Program and students. □ Communicate to families often about updates, assessments, identification, and program. □ Be aware of students' rate and level. Support teachers with differentiation. □ Communicate regularly with TAG Facilitator and assign time during staff meetings for Facilitator to share.

Executive Summary: TAG School Checklist (2019-2020)

January/February 2020
MANDATORY TAG Facilitator Meeting: January 19, 2020 **AND** February 13, 2020

TAG Facilitator	□ Coordinate with TAG Proctor/s about assessment schedules, location of assessment, materials, etc. Support school with organization. QUIET testing locations are critical. □ Advocate for underrepresented groups during nomination window. □ Assist teachers when necessary and available. □ Serve as instructional leader and present professional development to staff routinely.
Teachers	□ Assess students often and plan for their rate and level. □ If an **Individual TAG Plan** is requested, plan, sign and finalize within 30 days. Make two copies; send one home and upload one into student cumulative folder in Docuware. Teachers are paid for 1 hour per written plan. Teachers must complete form and report hours using the *Individual TAG Plan Request for Pay* form in the "Educator" tab on the TAG website.
Administrator	□ Support TAG Program and students. □ Communicate to families often about updates, assessments, identification, and program. □ Be aware of students' rate and level. Support teachers with differentiation. □ Communicate regularly with TAG Facilitator <u>and assign time during staff meetings for Facilitator to share</u>.

Executive Summary: TAG School Checklist (2019-2020)

March/April 2020
MANDATORY TAG Facilitator Meeting: March 12, 2020 **AND** April 9, 2020

TAG Facilitator	☐ Assist teachers when necessary and available. ☐ Serve as instructional leader and present professional development to staff routinely. ☐ When all scores have been received, meet with building Administrator, and preferable at least one teacher if possible to review all Nomination forms, make identification decisions, and sign all forms. Facilitator also enters decisions in to Google form. **All completed Nomination forms are due to the TAG office by May 1, 2020.** *Single Subject Acceleration Applications Accepted April 1-May 1; Testing April 1-May 15* *Spring Whole Grade Acceleration Applications Accepted April 1- May 1; testing April 1-May 22* *(See Process Guides for More Info)*
Teachers	☐ Assess students often and plan for their rate and level. ☐ If an **Individual TAG Plan** is requested, plan, sign and finalize within 30 days. Make two copies; send one home and upload one into student cumulative folder in Docuware. Teachers are paid for 1 hour per written plan. Teachers must complete form and report hours using the *Individual TAG Plan Request for Pay* form in the "Educator" tab on the TAG website.
Administrator	☐ Support TAG Program and students. ☐ When all scores have been received, meet with building Administrator, and preferable at least one teacher if possible to review all Nomination forms, make identification decisions, and sign all forms. Facilitator also enters decisions in to Google form. **All completed Nomination forms are due to the TAG office by May 1, 2020.** ☐ Communicate to families often about updates, assessments, identification, and program. ☐ Be aware of students' rate and level. Support teachers with differentiation. ☐ Communicate regularly with TAG Facilitator and <u>assign time during staff meetings for Facilitator to share</u>. *Single Subject Acceleration Applications Accepted April 1-May 1; Testing April 1-May 15* *Spring Whole Grade Acceleration Applications Accepted April 1- May 1; testing April 1-May 22* *(See Process Guides for More Info)*

Executive Summary: TAG School Checklist (2019-2020)

May/June 2020
NO TAG Facilitator Meetings

TAG Facilitator	□ When all scores have been received, meet with building Administrator, and preferable at least one teacher if possible to review all Nomination forms, make identification decisions, and sign all forms. Facilitator also enters decisions in to Google form. **All completed Nomination forms are due to the TAG office by May 1, 2020.** □ Serve as instructional leader and present professional development to staff routinely. □ Upload and/or file all student docs in cumulative folders. *Single Subject Acceleration Applications Accepted April 1-May 1; Testing April 1-May 15* *Spring Whole Grade Acceleration Applications Accepted April 1- May 1; testing April 1-May 22* *(See Process Guides for More Info)*
Teachers	□ Support TAG Program and students.
Administrator	□ When all scores have been received, meet with building Administrator, and preferable at least one teacher if possible to review all Nomination forms, make identification decisions, and sign all forms. Facilitator also enters decisions in to Google form. **All completed Nomination forms are due to the TAG office by May 1, 2020.** □ Support TAG Program and students. □ Communicate to families often about updates, assessments, identification, and program. □ Be aware of students' rate and level. Support teachers with differentiation. □ Communicate regularly with TAG Facilitator and assign time during staff meetings for Facilitator to share. *Single Subject Acceleration Applications Accepted April 1-May 1; Testing April 1-May 15* *Spring Whole Grade Acceleration Applications Accepted April 1- May 1; testing April 1-May 22* *(See Process Guides for More Info)*