



PPS Talented and Gifted Identification Process

1. **Nomination:** Parents, teachers and students may refer students for nomination by submitting a Nomination/Permission Form, available at schools and on the TAG website.
2. **Review Records:** TAG Facilitator reviews Nomination/Permission Form for completeness.
 - Collect information about nominees: Social/emotional, grades, observations, anecdotal data, samples of work, and other assessment data.
 - Enter important assessment information into school Google Sheet for TAG Department use by **[DATE]**
3. **Assessment Process:** School Facilitator helps to set up assessments:
 - Collect information about school site for assessment
 - Plan for lunch/recess schedule
 - School opening and ending times
 - Preferred day of the week
 - Room for assessing which will accommodate the appropriate number of students (1-30)
 - Be clear about specific areas of assessment- Intellectual, Reading and/or Math
 - Schedule assessment dates with the Department of Talented and Gifted Education
 - Notify parents, teachers and students in **advance** of the assessment.
4. **Decision Process:** After assessments are completed and returned to the System Planning and Performance Department at the BESC
 - TAG Facilitator receives scores electronically from the TAG Department in their school Google Sheet.
 - School team meets to complete Nomination/ Placement Form and make final decisions based on the body of evidence.
 - School will enter decisions into school Google Sheet and then bring originals of all Nomination/Placement Forms to the Department of Talented and Gifted.
5. **Out of State or District Transfers:**
 - Students new to PPS, but identified in another state or district are **not** automatically considered as eligible or identified in PPS. Parent/Guardian needs to work with their TAG Facilitator to provide any documentation and sign the "Transfer/Move-in Form". Further assessment may be needed to determine eligibility. TAG makes the final decision and will send notification to the parent and the school.