



Talented and Gifted Identification Process

1. Nomination: Parent, teachers and students may refer students for nomination by submitting a Nomination and Permission Form (IDPF) starting in the fall. Hard copies are available at the TAG bulletin board outside of the office. The IDPF is also available on TAG department's website at www.pps.net/tag. You may also download and print from the following PDFs:

English: [IDPF Nomination Form](#)

Chinese: [Chinese parent letter / IDPF](#)

Russian: [Russian parent letter / IDPF](#)

Somali: [Somali parent letter / IDPF](#)

Spanish: [Spanish parent letter / IDPF](#)

Vietnamese: [Vietnamese parent letter / IDPF](#)

Please read the weekly Chapman Spotlight for newest information and dates.

2. Review of Records: Once the Nomination and Permission Form (IDPF) is turned in to the TAG facilitator, it is reviewed for completeness. Information is collected about nominees: Social/emotional, grades, observations, anecdotal data, samples of work, and other assessment data.

3. Assessment Process:

- **K-1st graders:** Students can be nominated by teachers and/or parents to be tested in areas of **intellectual, reading, and math.**
- **2nd graders:** All second graders are tested in the area of intellectual. Students can be nominated by teachers and/or parents to be tested in **reading and math.**
- **3rd-5th graders:** All students tested with the state test in reading and math. Students can be nominated by teachers and/or parents to be tested in the area of **intellectual.**

Dates will be scheduled with the TAG office for testing. Parents will be notified in advance with a letter sent home. This is generally in January or February during class time.

4. Decision Process: After assessments are completed and returned to the Research and Evaluation Department at the BESC:

- School TAG Facilitator receives scores electronically from the TAG Department.
- School team meets to complete Nomination and Placement Form (IDPF) and make final decisions based on the body of evidence.

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 building TAG Facilitator to complete this request. Parent must provide any documentation and sign the “Transfer/Move-in Form”. We do not disqualify students because they are new to the district, but may need further assessment to determine eligibility. TAG makes the final decision and will send notification to the parent and the school the child enrolls in.