

**ISD 194 Gifted Education Identification Timeline and Process:**  
2017-2018 School Year

<b>Gifted Education Identification Key Dates</b>	<b>Dates*</b>
Grade 2 and 4 ability testing – All students take Cognitive Ability Test	12/4/17– 12/22/17
Grades 2-8 Winter MAP/NWEA testing.	1/8/18 – 2/6/18
Ignite! Applications due for out-of-district applicants. <i>This includes homeschooling and ISD 194 attendance area students not currently enrolled in ISD 194.</i> Please contact Holly Traub <a href="mailto:holly.traub@isd194.org">holly.traub@isd194.org</a> for more information.	2/2/18
Notification of ISD 194 second grade students eligible for third grade Ignite! classroom. <ul style="list-style-type: none"> <li>• Families of students not identified for third grade Ignite! classroom may appeal eligibility status by submitting an Ignite! Application and Home Observation Inventory. Application and <i>Home Observation Inventory</i> available online at the <a href="#">ISD 194 Gifted Education web page</a>. Applications and appeals are due by March 23, 2018 at noon.</li> <li>• Limited spots are available for students wishing to enter Ignite! after the third grade entry point. Interested families should contact Holly Traub, Elementary Gifted Education Coordinator, for more information. Applications for students entering grades four or five are due by March 23, 2018 at noon.</li> </ul>	2/22/18
Ignite! Information meetings for parents and guardians. 7:00 p.m. Oak Hills Elementary 8640 165 <sup>th</sup> Street West, Lakeville, MN 55044	3/1/18 or 3/5/18
Ignite! Open House for eligible students and families. 6:15 – 7:30 Oak Hills Elementary 8640 165 <sup>th</sup> Street West, Lakeville, MN 55044	3/20/18
<b>Ignite! Application and Appeal Due Date</b> <ul style="list-style-type: none"> <li>• This application due date is for students currently attending an ISD 194 attendance area school.</li> <li>• Eligible grade two families also need to submit a signed Ignite! Commitment form.</li> <li>• Families appealing Ignite! Eligibility Status also need to submit a <i>Home Observation Inventory</i>.</li> </ul>	3/23/18 @12:00 noon
Ignite! placement notification letters sent for grades 4 & 5, appeals and out-of-district candidates.	4/30/18
Notification of eligible Discover students.	6/6/18

ISD 194 is committed to identifying learners that represent the broad range of potential in our student population. Multiple criteria and pathways are used to identify students for gifted services. Please see the ISD 194 Gifted Services Criteria for more information.

\*Dates subject to modification to accommodate building schedules and Board of Education decisions.  
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**Elementary Programming:** Lakeville Area Schools offers two forms of direct instruction to identified gifted learners at the elementary level. These programs are:

**Discover:** (Advanced Humanities Seminars for identified learners in grades 3-5)

Discover is delivered as a send-out program. Discover students receive 90 – 120 minutes of direct instruction with the gifted education specialist each week.

**Ignite:** (A full-time program option offered as a school-within-a-school model)

Ignite! is housed at Oak Hills Elementary. Transportation to Ignite! is the responsibility of the family unless existing district transportation service is available.

Discover and Ignite! have different criteria qualifications, but the timeline and process for identification is integrated. The identification process occurs throughout the school year for placement for the following year. This document outlines the identification timeline and selection process for placement.

### Step 1: Screening/Teacher, Parent or Guardian Nomination

Screening for Gifted Services occurs as follows:

**Achievement Testing:** All students in grades 2-5 take the Measure of Academic Progress in math and reading two – three times each year. The building gifted education specialist reviews these results after each testing cycle.

**Ability Testing:** All students in grade two and four take the Cognitive Ability Test in December. The building gifted education specialist reviews these results after each testing cycle.

Students in grade three and five are considered for ability testing on an individual basis. Staff and family members interested in nominating a student for consideration should contact the building gifted specialist. A Teacher or Home Observation Inventory is requested. The district selection committee will review all appeals.

### Step 2: Candidate Pool Review

The gifted education specialist will compile qualifying student scores on the Gifted Education Student Referral Form. The District Selection Committee will review each Student Referral Form and determine appropriate placement. For further information see ISD 194 Gifted Education Criteria.

In some cases further information about a student will be needed to make a determination. This will be recorded on the Student Referral Form and coordinated by the gifted education specialist.

### Step 3: Parent Notification/Application Due Dates

- Second grade students eligible for third grade Ignite! will be notified February 22, 2018. Families wishing to apply to Ignite! should submit an application by **March 23, 2018 @ 12:00 noon**.
- **Limited spots are available for students wishing to enter Ignite! after the third grade entry point. Interested families should contact Holly Traub, Elementary Gifted Education Coordinator. Applications are due by March 23, 2018 @ 12:00 noon.**
- Families who are not notified of Ignite! eligibility may also apply for Ignite! by submitting an Ignite! application and the *Home Observation Inventory*. The *Home Observation Inventory* is a

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formal request to appeal Ignite! eligibility placement. (See Appeal Process below). These documents must be submitted by the Ignite! application deadline.

- Families of accepted Ignite! students who would like to request siblings be considered for placement at Oak Hills are strongly encouraged to submit an intra-district transfer application by March 10, 2018. This application does not guarantee sibling placement at Oak Hills, but does increase likelihood that space will be available. Intra-district transfer request are granted based on available space at each grade level.
- Families interested in the Discover program do not need to apply. Students will be admitted based on the data provided on the Student Referral Form.
- Families will be notified of placement into the Discover program by the end of the school year.

### **Appeal Process**

Parents or guardians may appeal identification decisions by submitting a *Home Observation Inventory* to the District Selection Committee. Families are welcome to provide additional testing, work samples or other information to help committee determine appropriate placement. If needed, a final appeal can be submitted to the Executive Director of Teaching and Learning to be reviewed by the building principal, district gifted coordinator and Executive Director of Teaching and Learning.

Staff members may also request further consideration for a student by submitting a *Teacher Observation Inventory*. The District Selection Committee will review each request and determine appropriate action.

### Appeal Due Dates:

- Appeals for the Ignite! program are due by the application deadline and should include an application for Ignite!
- Appeals for Discover are due by June 1 to ensure the request can be processed before Discover begins the following school year. Requests received during the school year will be processed within 30 days of request unless additional testing is needed. Students entering Discover mid-year will be placed in the program at the start of the next unit.

### **For more about information Elementary Gifted Services contact:**

Holly Traub  
Elementary Gifted Education Coordinator  
[holly.traub@isd194.org](mailto:holly.traub@isd194.org) 952-232-2558

**Middle Level Programming:** Gifted services in middle school change to an honors class format. Identification for honors classes is a separate process.

### **For more about middle school Gifted Services information contact:**

Kenwood Trail Middle School Gifted Education Specialist: [Leslie.Eggan@isd194.org](mailto:Leslie.Eggan@isd194.org)  
Century Middle School Gifted Education Specialist: [Deborah.Deichelbohrer@isd194.org](mailto:Deborah.Deichelbohrer@isd194.org)  
McGuire Middle School Gifted Education Specialist [Stacy.Sanders@isd194.org](mailto:Stacy.Sanders@isd194.org)