



*Highly Capable Programs*

# PARENT/GUARDIAN

**Referral and Permissions Packet**

**DUE DATE: December 10, 2021**

*Return pages 5-6 to:*

*Wendy Clark*

Highly Capable Program Coordinator

West Valley Middle School

1500 S 75<sup>th</sup> Ave

Yakima, WA 98908

✉ [clarkw@wvsd208.org](mailto:clarkw@wvsd208.org)

☎ 509.972.5700 ext 3746

## **Referral Process FAQs**

### ***Who can refer students for Highly Capable testing?***

Anyone may refer a student for the Highly Capable Program. Referrals can come from parents, teachers, school specialists, friends, family, community members, or the student themselves.

### ***What is the referral timeline?***

The referral forms for the 2022-2023 school year placements will be available online and in school offices October through December. Parent referrals MUST be physically in (not just postmarked by) to Wendy Clark, Highly Capable Coordinator, prior to **December 10, 2021**. There will be no exceptions to this date.

### ***How do families refer and give permission for program?***

Parents/guardians wishing to refer their child for testing needs to complete a Parent Referral and Permissions Packet for the student to possibly be further tested based on the decision of the Multidisciplinary Selection Committee (MSC). All referred students will be screened through this committee. Parents will sign a separate letter for permission to place in program if further evidence deems identification as Highly Capable.

### ***How do staff members refer and/or provide feedback?***

Teachers, or other staff members, complete a Staff Referral and Feedback Packet for every student referred by a family member, or that they feel may qualify for Highly Capable services. These forms will be available to teachers online.

**Please let your student's teacher know if you are completing a referral form so they know to complete their necessary forms as well.**

***ALL referral forms must be in our possession by December 10, 2021.***

## **Assessments & Selection Information**

A Multidisciplinary Selection Committee (MSC) consisting of specialized teacher(s), district administrator(s) and coordinator(s), and school psychologist(s) trained in the interpretation of assessment results will convene to review all data and make final selection decisions based on multiple objective criteria.

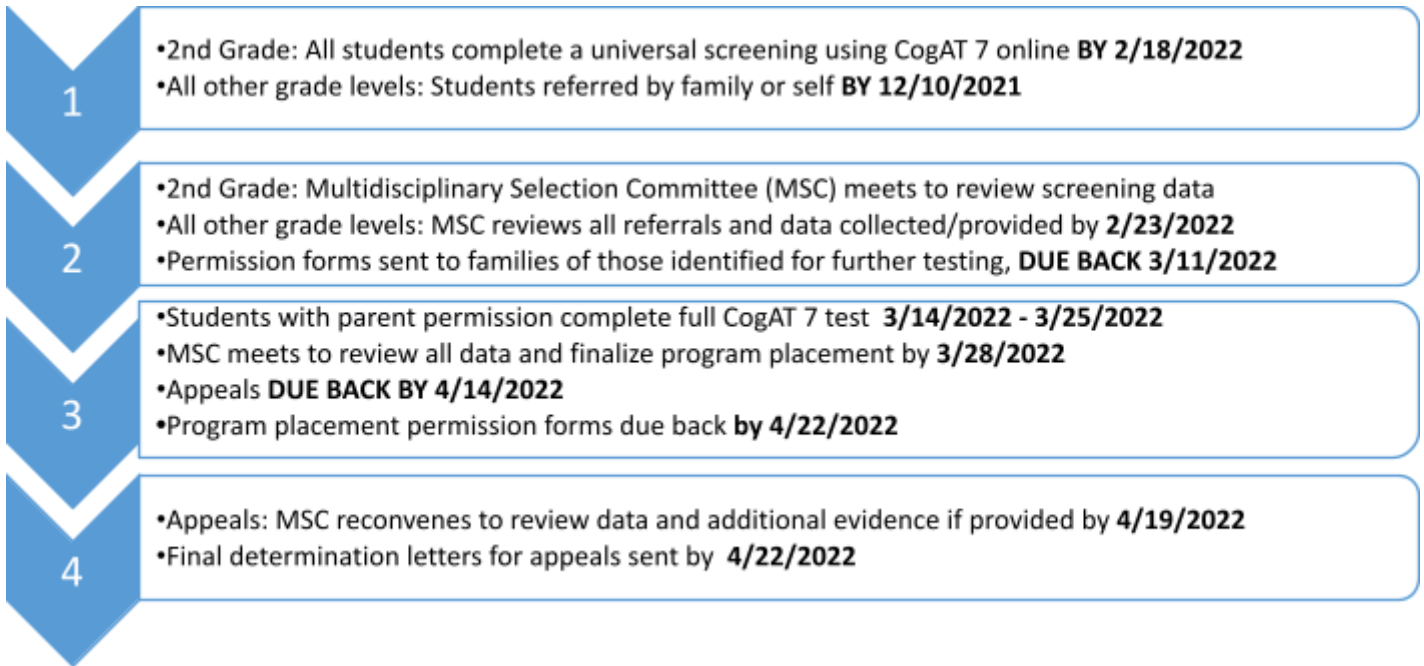
Data collected may include, but are not limited to:

- **Ability test scores:**
  - Cognitive Abilities Test (CogAT) 7
    - Verbal, Quantitative, Non-Verbal
    - Provided in student's native language if possible
  - WISC-V or other tests used as part of an IEP process
- **Achievement test scores:**
  - iReady scores
  - SBA data
  - Common grade level assessments

Items that can support placement in program, but cannot exclude a student (RCW 28A.300), may include but are not limited to:

- Rating scales, recommendations
- Report cards, student work samples
- Portfolio of evidence

## **Overall Referral & Testing Timeline**



### **Appeals**

Appeals are considered annually for students who did not meet the criteria. The Multidisciplinary Selection Committee will examine provided evidence of high ability and need for program placement. Parents must complete and return the appeals form mailed with the notification of non-identification and return it to Wendy Clark, Highly Capable Program Coordinator, before April 14, 2022.

### **Transfer Students**

Students who transfer from out-of-district and have qualified for Highly Capable/Gifted Program services will not be automatically enrolled as Highly Capable. Test scores and placement letters from the previous district may be used for placement consideration as long as they meet West Valley's placement criteria. A fall testing opportunity will be available for previously identified students transferring in over the summer. Parents will need to mark the appropriate sections in the registration packets, and provide documentation of prior identification.

### **Washington State definition of Highly Capable**

Highly capable students are students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. (RCW 392-170-035)

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# WEST VALLEY SCHOOL DISTRICT HIGHLY CAPABLE PROGRAM

## PARENT REFERRAL FORM



*Please separate this form from the informational packet.*

Return the completed form to your child's school or to Wendy Clark, Highly Capable Coordinator, at West Valley Middle School by **December 10, 2021**. Late forms will not be accepted for consideration.

<b>Student Information</b>		
<b>Student Name:</b>	<b>Current Grade:</b>	<b>Birthdate:</b>
<b>School:</b>	<b>Teacher:</b>	

<b>Person Completing this Referral</b>
<b>Name:</b>
<b>Relation to student:</b>

<b>Contact Information</b>		
<b>Mailing Address (street, city, state zip):</b>	<b>Primary Phone:</b>	<b>Alternate Phone:</b>
<b>Email Address:</b>		
Does the student need testing accommodations as defined in an IEP or Section 504 document? If so, please describe:		

### **Statements of understanding:**

- I understand that referrals submitted after the deadline will not be evaluated until the following school year.
- I understand that referrals are only for students NOT currently identified as Highly Capable. Once identified, the Highly Capable designation follows the student through high school graduation at West Valley School District unless otherwise exited from program services.
- I understand the referral process is not a part of the appeals process. If I choose to appeal any decision made by the Multidisciplinary Selection Committee, I must use a separate appeals form that will be mailed to me with the letter of notification.
- I understand the referral process may or may not include testing. Current cognitive and academic ability scores will be used for the screening portion of the evaluation. Further testing may or may not occur.

My signature below acknowledges my understanding of the above statements and information to be true, and gives my permission for further testing for the Highly Capable Program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please respond to the statements on this page by marking the frequency that best represents your child. Additional information regarding exceptional ability, achievement and/or creativity may also be submitted.

### Cognitive Traits

How often does the child...	Never	Very Rarely	Rarely	Occasionally	Frequently	Always
...demonstrate curiosity about many topics? (Asks “why”, “how”, and “what makes people tick?” type questions)						
...express a great sense of humor and is very funny?						
...demonstrate elaborate or detailed thinking?						
... generate a large number of ideas or solutions to problems or questions?						
...demonstrate being observant and aware of what is going on in his/her surroundings with great attention to details?						

### Academic Traits

How often does the child...	Never	Very Rarely	Rarely	Occasionally	Frequently	Always
...use advanced vocabulary?						
... prefer books/magazines/printed materials intended for older students or adults?						
... learn information quickly with little or no practice or repetition?						
... easily recall facts with details when answering questions?						
...find and memorize extensive facts on various topics?						

### Social/Emotional Traits

How often does the child...	Never	Very Rarely	Rarely	Occasionally	Frequently	Always
... enjoy talking to adults and older friends?						
... want everything to be perfect?						
... show great concern with right vs. wrong, good vs. bad?						
... react in a highly sensitive manner emotionally?						
... demonstrate a heightened awareness or intensity of any or all of the five senses?						

### Creative Traits

How often does the child...	Never	Very Rarely	Rarely	Occasionally	Frequently	Always
... have a vivid imagination? (vivid dreams/daydreams, visualizes the worst possibility in any situation)						
... have original ideas that cause them to invent things on their own with common materials?						
... express opinions about art, architecture, music, colors, etc? (May arrange toys and belongings by color)						

### Leadership Traits

How often does the child...	Never	Very Rarely	Rarely	Occasionally	Frequently	Always
... show leadership ability with peers and/or adults?						
... follow through and complete tasks well?						
... influence others to take part in activities?						

If you have any questions about completing this form, the testing process, or you are new to the district and missed the testing window please contact Wendy Clark, Highly Capable Program Coordinator, at [clarkw@wvwsd208.org](mailto:clarkw@wvwsd208.org) or (509)952-5700 ext 3746.