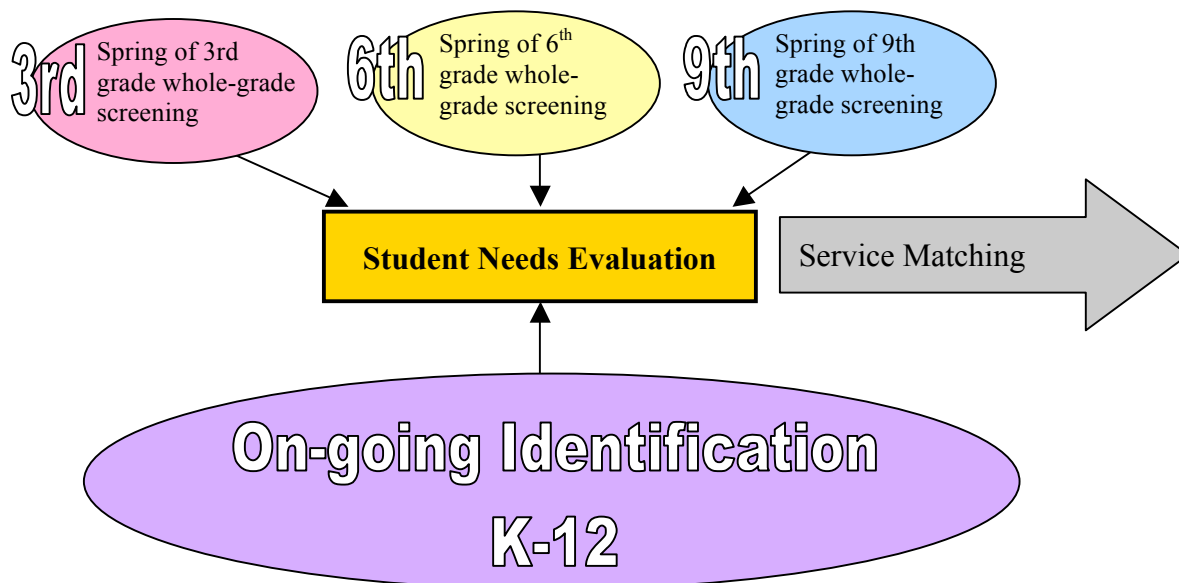


Urbandale Talented and Gifted K-12 Screening Procedures



Yearly Data-Collection Timeline for Whole-Grade Screenings:

3rd Spring of 3rd Grade:

- **ITBS Data collected**
- **Teacher Inventory to all 3rd grade teachers**
- **Student Inventory to all 3rd grade students**
- **Kingore Observation Inventory**-points tallied from grades K-3
- Parent/Guardian Inventory available to all 3rd grade parents
- Sample work request for 2 pieces of work provided by parent, teacher or student
- Additional indicators, if available. Ex. EXPLORE test
- Spring Student Needs Evaluation meeting will consider data collected above.

Bold indicates required for every 3rd grade student.

6th Spring of 6th Grade:

- **ITBS Data collected**
- **Student Inventory to all 6th grade students**
- Teacher Inventory on any students flagged by ITBS and Student Inventory
- Parent Inventory on any students flagged by ITBS and Student Inventory
- Sample work request for 2 pieces of work provided by parent, teacher or student
- Additional indicators, if available. Ex. EXPLORE test
- Spring Student Needs Evaluation meeting will consider data collected above.

Bold indicates required for every 6th grade student.

9th Spring of 9th Grade:

- **ITED Data collected**
- **Student Inventory to all 9th grade students**
- Teacher Inventory on any students flagged by ITBS and Student Inventory
- Parent Inventory on any students flagged by ITBS and Student Inventory
- Sample work request for 2 pieces of work provided by parent, teacher or student
- Additional indicators, if available. Ex. SAT, ACT
- Spring Student Needs Evaluation meeting will consider data collected above.

Bold indicates required for every 9th grade student.

On-Going Data-Collection Framework:

- Student, parent, and teacher inventories are available for completion at any time for any student, K-12, throughout the school year.
- Upon submission of any single inventory to building TAG teacher, the building TAG teacher will collect standardized test scores and seek additional inventories from necessary parties.
- Once inventory data is collected, the building TAG teacher will present the data at the next Student Needs Evaluation meeting or call an additional meeting, if necessary.

Student Needs Evaluation Committee:

- Committee members; District TAG teachers, one teacher representative from each level with TAG training, one building level administrator, and one member at large.
- Meets twice yearly (October and April), with additional meetings called as needed.
- Meetings will serve to identify any student who has shown a need based on data collected through standardized test scores, student, teacher, or parent inventory.
- Fall meeting will focus on identifying students new to the district and students not previously identified in whole-grade screenings.
- Spring meeting will focus on whole-grade screenings of 3rd, 6th, and 9th graders as well as any additional students from grades K-11 who have shown a need and were not previously identified by whole-grade screenings.
- Committee will identify students in need of general intellectual (PEP) and specific aptitude (SA-PEP) programming and make recommendations to the building TAG teacher for service matching.