August 2022

**MONTE VISTA GIFTED EDUC. (GTED) PROCEDURES**

**I. MVSD Procedures for Students Arriving in District or Leaving**

Gifted or Talent Pool Students **LEAVING** the district:

1. Put a letter from the GTED Coordinator in Cum folder explaining the student was on an ALP or ARTI and Coordinators contact information.
2. Give a hard copy to the parent or guardian of the ALP and the GT summary page. (Do this anytime you test and hold a determination meeting whether a student is leaving or not so parents have the data).
3. KEEP THE INACTIVE FOLDERS. Each year, at transition meetings, you will get some former GT student’s folders. Please keep them until the student has graduated from HS. If Elem-MS or MS-HS pass on the inactive folder.

Gifted or Talent Pool students **ARRIVING** in MVSD:

1. Secretaries contact the Coordinator (ENSURE YOUR SECRETARIES KNOW THIS) when they receive the admittance information and the parent puts that child is gifted. Call the parent if unsure. Start a folder with any information from the previous school district that was received. Coordinator introduces themself to students and asks questions.
2. Ask the parents for any data they have and or/contact the previous school district if needed. If the coordinator has attempted to get the information and failed, ask the BOCES coordinator to see if they can attain the information.
3. If the data is present create a new ALP or ARTI outlining the services and goals that will be provided.
4. If no data is found: a) enlist the teacher to help you gather data b) interview the student c) Put students through MTSS process d) Test and do determination meeting.