Gifted Step by Step Checklist

Change Log

Date	Section Number/Name	Change Description
3/18/22	Task 1 - Create a default Gifted Rule to assign to all students in the district that are not being screened	Updated the reporting requirements
10/21/21	Appendix B – Gifted Reports, 5. Gifted Student Detail Report	Note added
9/30/21	Task 7 – Copy Student Served Values from one year to another	Updated screenshot
9/21/21		Updates for 21/22
5/5/21	Task 2 - Create a separate grade level specific Gifted rule for the students who will be screened	Updated
4/30/21	Task 2 - Create a separate grade level specific Gifted rule for the students who will be screened	Updated
8/21/20		Updates for 20/21

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Task 1 - Create a default Gifted Rule to assign to all students in the district that are not being screened

NOTE: Gifted data is now required to be reported in all S Collection Windows. JVSDs do not report gifted data. When a student is in multiple entities, only the educating district reports the gifted data. In order for a student to be counted as identified on the Local Report Card, the student must be identified on or before March 31 of the current year.

As soon as your district knows what grade levels they are going to screen, State Support recommends the district run the Gifted Mass Update to assign all students a gifted record. If possible, enter these records in the early fall. Once records have been created with default rule values, any subsequent updates could override any manual updates to the records.

A student can only have one gifted record per school year.
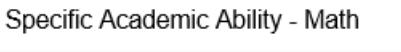
1. Change your context to the district level in the current school year.
2. Navigate to **_StudentInformation_** » **_Management_** » **_School Administration_** » **_EMIS_** » **_Gifted_** » **_Gifted Rules Maintenance_**.
3. Click **Add Gifted Rule** .
4. In the **Rule Name:*** field enter the text District Rule.
5. Leave the **Grade Level:** dropdown blank.
6. Do not check any of the **Screening Assessment** checkboxes.
7. Click **Save** .

Task 2 - Create a separate grade level specific Gifted Rule for the students who will be screened

Be sure to include all screenings for a specific grade level when creating the grade level rule. Once records have been created with default rule values, any subsequent updates could override any manual updates to the records.

If a district has multiple buildings that serve the same grade levels, it is possible that students in the same grade level may not be administered the same screenings, or if they do have the same screenings, they may not be administered on the same dates. For this type of situation, grade level specific gifted rule can be created at the building(s) that where the values are different than the District level grade level rule. Follow the steps below with the building in context.

Building Level Rules will only be displayed on the Gifted Rules Maintenance page in the buildings where they are created.
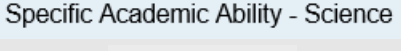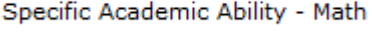
1. Change your context to the district level in the current school year.
2. Navigate to ***StudentInformation*** *» **Management*** *» **School Administration*** *» **EMIS*** *» **Gifted*** *» **Gifted Rules Maintenance***.
3. Click **Add Gifted Rule** .
4. In the **Rule Name:** * field enter the text that will help you and others easily identify the rule, such as 3rd Grade Screening Rule.
5. In the **Grade Level:** dropdown select grade 03.
6. Place a check in the box next to the screening(s) the students will undergo.
7. Example: If 3rd grade students are going to be screened in Math and Science then place a checkbox in the **Screening** column only next to **Specific Academic Ability - Math** **Specific Academic Ability - Science** .
8. Enter the **Screened Date** for the screening to be administered (ex. **Specific Academic Ability - Math**) in the **Screened Date** [   ] 🗓 .If the district performs screening for two or more areas during the school year, place a checkmark in the **Screening** column for each area along with the appropriate **Screened Date** [   ] 🗓 for each of the Screened areas.

9. Ninety-nine percent of districts will never create a rule to mass update the **Assessment** column on gifted records. Instead districts typically update individual student gifted records after the student is assessed.

10. Click Save .

Districts are required to administer either the SAT or the ACT to their juniors each year. The SAT and the ACT are assumed to be a gifted screening for specific subject matters. Although these are assumed to be gifted screenings, they still **must be** reported to ODE on the gifted record for these students.

For this reason, a building level screening rule should be put in place for the juniors taking either of these assessments in the subject areas listed below. In the event a junior does not test on the test date, the screening record would need to be removed from his gifted record.

Seniors taking the ACT or SAT would need to have their data manually entered.

Screened gifted areas for the SAT are Math and Reading/Writing.

Screened gifted areas for the ACT are Math, Reading/Writing and Science.

To verify whether the student has met an identified score value, questions should be directed to your Area Gifted Coordinator.

The Identified field and Identified Date need manually updated for any students meeting the threshold score (Your Gifted Area Coordinator can provide details on how this is calculated) achieved in the subject area. Additional information regarding the approved assessments for the current school year can be found at http://education.ohio.gov/Topics/List-of-Approved-Assessments The 11th grade students are the only students required to be assessed with the ACT or SAT. Any 11th or 12th grade student that qualifies as identified in any area would then need to have their gifted record manually updated with that information.

Task 3 - Run Gifted Mass Update to assign students the District Default Rule and the Grade Level Screening Rules simultaneously followed by running any screenings set up at the building level

If you are running a building specific screening after running the district screening check the Overwrite Existing Student Gifted records: ☑ and the building level rule will be applied to the students that already have the district rule. Any manual updates will be overwritten.

1. Change your context to the district level in the current school year.
2. Navigate to ***StudentInformation*** » ***Management*** » ***School Administration*** » ***EMIS*** » ***Gifted*** » ***Gifted Mass Update***.
3. In the Gifted Rules: dual select move all rules applicable to this year, including but not limited to District Default , 3rd Grade Screening Rule , and 4th Grade Screening Rule over to the right.
4. StudentInformation recommends checking the Overwrite Existing Student Gifted records: ☑ checkbox when you run the mass update for the first time. This will insure that any erroneous gifted records that were entered are cleaned up and replaced by the District Default Rule. When the Overwrite Existing Student Gifted records: ☑ is checked, all previously entered Screening and Assessment records will be removed and overwritten with the values of the rule(s) currently being run in the gifted mass update.
5. Leave the Display results: ☑ box checked.
6. Click **Submit**.
7. The page will refresh, and the results will be displayed at the bottom of the screen.

2973 Records Displayed

Student	Grade Level	Rule	Status
	12	Default Gifted Rule	Created
	06	Default Gifted Rule	Created
	09	Default Gifted Rule	Created
	02	Default Gifted Rule	Created
	01	Default Gifted Rule	Created
	01	Default Gifted Rule	Created
	05	Default Gifted Rule	Created
	04	4th Grade Screening Rule	Created
	07	Default Gifted Rule	Created

Task 4 - After screening is administered manually update Assessed for those students who are undergoing further testing

1. At the building level with a student in context.
2. Navigate to ***StudentInformation*** *» **SIS** » **Student** » **Gifted** » **Student Gifted Record**.
3. Place a check in the box in the `Assessment` column next to the area being assessed.
4. Example: If a third grade student was screened in Math and Reading/Writing but only showed that she needed further assessment in Reading/Writing, place a check in the box in the `Assessment` column next to `Specific Academic Ability - Reading/Writing`.
5. Since the student didn't require further assessment in Math nothing further needs to be done for Math.

StudentInformation > SIS > Student > Gifted > Student Gifted Record

Student Gifted Record
From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☑	☐	☐	☐	
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☑	☑	☐	☐	
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

Save   Discard Changes   Restore Default

6. Click Save .
7. Repeat the steps above for each student who was assessed in a certain area.

8. Some students may be assessed in all areas they were tested. Their gifted record would look as follows:

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☑	☑	☐	☐	
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☑	☑	☐	☐	
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

Save   Discard Changes   Restore Default

Task 5 - Edit the individual gifted records for those students identified as being gifted

Once a student has been identified as gifted, his identified area and identified date will copy forward on his gifted record each year.

1. At the building level with a student that was identified as gifted in context.
2. Navigate to ***StudentInformation*** *» **SIS** » **Student** » **Gifted** » **Student Gifted Record***.
3. Place a check in the box in the Identified column next to the area in which the student was identified as gifted.
4. Next enter the date the student was identified as being gifted in the Identified Date field.
5. In the example below the student was identified on 2/16/12 as being gifted in Reading/Writing, the Identified box and Identified Date field have both been filled in. The student was not identified as gifted in Math, so no further action is needed for Math.

StudentInformation > SIS > Student > Gifted > Student Gifted Record

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☑	☐	☐	☐	
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☑	☑	☑	☐	02/16/2012 📅
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

Save   Discard Changes   Restore Default

6. Click **Save**.

Task 6 - If your district provides gifted services to students identified as gifted, update the student's gifted record

1. At the building level with a student that was identified as gifted in context.
2. Navigate to ***StudentInformation*** *» **SIS** » **Student** » **Gifted** » **Student Gifted Record***.
3. Place a check in the box in the **Served** column next to the area in which the student is being served.

StudentInformation > SIS > Student > Gifted > Student Gifted Record

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☑	☐	☐	☐	
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☑	☑	☑	☑	02/16/2012
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

[Save] [Discard Changes] [Restore Default]

Task 7 - Copy Student Served Values from one year to another

Note

The **Gifted Mass Update** must be run prior to running the **Gifted Initialization.**

The **Gifted Initialization** must be processed with the building level in context.

1. With a building in context, navigate to **_StudentInformation_** **_» Management_** **_» School Administration_** **_» EMIS_** **_» Gifted_** **_» Gifted Initialization_**.
2. In the   Copy From School Year: 2020-2021 ▾   select the school year to copy the Served values from.
3. In this example 20/21 is selected in the dropdown because the Served values need copied up to 21/22.

StudentInformation > Management > School Administration > EMIS > Gifted > Gifted Initialization

Gifted Initialization
Use this page to copy Student Gifted Served values from one year to another.

Copy From School Year: 2020-2021 ▾

Grade Levels to Copy: *

```
KG - KG
01 - 01
02 - 02
03 - 03
04 - 04
05 - 05
06 - 06
07 - 07
08 - 08
09 - 09
```

Submit   Reset Form

4. In the filter, select the grade levels in the current grade level that you would like to copy the Served values for.
5. Click **Submit** .
6. A message will display detailing how many records were updated.

The served values have been successfully copied. 0 records were created, 55 records were updated.   ✕

7. Now navigate to a student's gifted record to verify the Served checkboxes were copied up to the year in context.

StudentInformation > SIS > Student > Gifted > Student Gifted Record

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☑	☐	☐	☐	
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☑	☑	☑	☑	02/16/2018
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

Save   Discard Changes   Restore Default

Task 8 - Adding gifted records to new students who enter the district after the screening is administered

If you have a gifted grade level rule that has screenings on different dates, such as Math screening on 10/14/21 and Reading/Writing screening on 11/17/21, and if you run the gifted mass update for this grade level rule, the late enrollee student will be updated as follows: (a) If the student enrolls on 10/30/20, the student will receive only the screening for 11/17/21on his gifted record; (b) If the student enrolls on 11/21/21, the student will receive a gifted record with no items checked.

1. Students who register in your district after the gifted mass updates have been processed will need to be updated. This includes students that are the same grade level of those previously screened (Grade Level Rule). Since the **Screened Date** [   ] 📅 is required with any rules where Screening is updated, the Gifted Mass Update can be run for all the rules, both District Default and Grade Level specific rules, to add the correct gifted record for students who are late enrollees.
2. Change your context to the district level in the current school year.
3. Navigate to ***StudentInformation*** » ***Management*** » ***School Administration*** » ***EMIS*** » ***Gifted*** » ***Gifted Mass Update***.
4. In the **Gifted Rules:** dual select move all rules applicable to this year, including but not limited to **District Default** , **3rd Grade Screening Rule** , and **4th Grade Screening Rule** over to the right.
5. This will update each student who does not have a gifted record with the appropriate gifted record for their grade level.
6. Leave the **Overwrite Existing Student Gifted records:** [ ] checkbox unchecked because we don't want to overwrite any records that were previously added or updated. If this item is checked, all manual updates for screening and assessed values will be overwritten.
7. Keep the **Display results:** ✔ box checked.
8. Click **Submit** .
9. The screen will flash, and the following message will display:
   The student gifted records have been successfully updated.
10. The students who had a gifted rule added will display at the bottom of the screen.

Student	Grade Level	Rule	Status
	05	Default Gifted Rule	Created
	04	4th Grade Screening Rule	Created

Appendix A
Samples of a Student's Gifted Record

1. **Create a default Gifted Rule to assign to all students in the district that are not being screened** (Task 1).
   a. A default gifted record appears as follows

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☐	☐	☐	☐	
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☐	☐	☐	☐	
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

2. **3rd Grade Screening tests are administered to all 3rd graders in the district.** (Task 3)
   a. Screening shows student was screened in a specific area.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☑	☐	☐	☐	
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☑	☐	☐	☐	
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

   b. Through Screening, students shown to need additional assessment in an area, and said assessment is performed, are then manually updated on the student's gifted record. (Task 4)

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☑	☐	☐	☐	
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☑	☑	☐	☐	
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

3. Students identified as gifted.

a. Assessment process indicated the student is gifted. Manually update the student's gifted record, check Identified and enter an Identified Date. (Task 5)

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☑	☑	☑	☐	11/15/2015
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☑	☐	☐	☐	
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

4. Does your district provide gifted services?

a. If the district doesn't provide gifted services, then no further action is needed.

b. If the district does provide gifted services, check Served on the Student's gifted record who is receiving said services. (Task 6)

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☑	☑	☑	☑	11/15/2015
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☑	☑	☐	☐	
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

5. Students without a gifted record.

a. Students who have not received a gifted record will display the gifted record as follows:

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

This student does not have an existing gifted record for this school year ✕

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	☐	☐	☐	☐	
Specific Academic Ability - Math	☐	☐	☐	☐	
Specific Academic Ability - Science	☐	☐	☐	☐	
Specific Academic Ability - Reading/Writing	☐	☐	☐	☐	
Specific Academic Ability - Social Studies	☐	☐	☐	☐	
Creative Thinking Ability	☐	☐	☐	☐	
Visual/Performing Arts	☐	☐	☐	☐	

Save   Cancel

Appendix B
Gifted Reports

1. AdHoc – Gifted Detail

StudentInformation > Local > Analytics Hub   ⌄EMIS

▶ Gifted Detail

Filters   ×

Filter By	Condition	Value
School Year	Equal To ▾	2021-2022 ▾
School Name	Is One Of ▾	▾
		☑ Lucas Elementary School
Status Name	Is One Of ▾	☑ Lucas High School
		☑ Lucas Middle School
Grade Level	Is One Of ▾	

Okay   Cancel
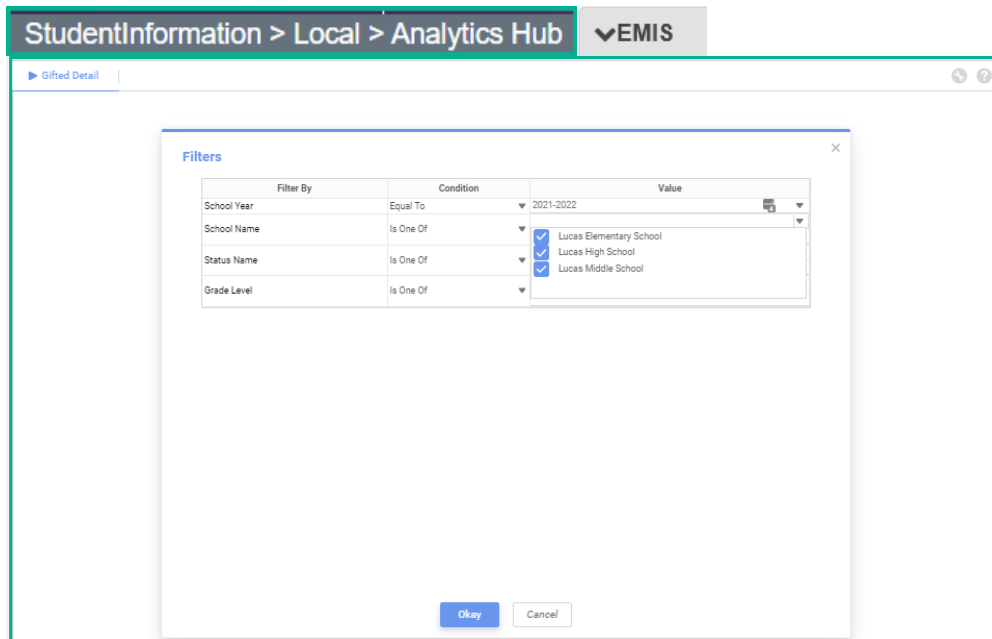
The gifted updates must be run prior to running this report to pick up current year gifted data. Only students with a gifted record will be included. This report can be exported in either Excel or .csv format. It includes the School Code, Student Number, Last Name, First Name, Homeroom, Grade, Status, Identified Date, and for each of the Screened/Assessed areas it includes the Identified Date, Screening, Assessment, Identified and Served values.

2.   AdHoc – Gifted Summary

StudentInformation > Local > Analytics Hub   ⌄EMIS
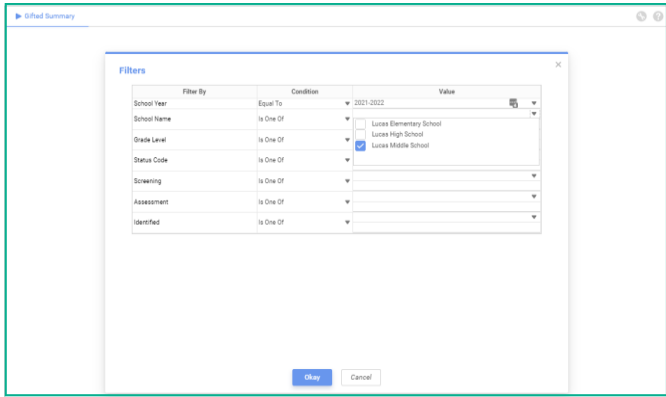
The Gifted Summary report provides summary data by student for the gifted records. You can also filter on 'Screening', 'Assessment' or 'Identified'.

3. Gifted Area Students

StudentInformation > SIS > School > Student Reports > Gifted Area Students

The Gifted Area Students report displays the selected students by gifted area, school, and grade level. It shows the identified date and served flag for each gifted area that was selected. The output is grouped by school, and grade level. Subtotals on the report included totals by grade level, school, and by gifted area. Detail output on the report includes student number, student name, gender, ethnicity, FTE, identified date, and served flag for each gifted area.

4. Gifted Student Courses

The Gifted Student Courses report displays the courses (schedule) for the selected students along with the gifted area flags. Sorting options include student name, grade, or teacher/homeroom. Grouping options include homeroom, teacher, or grade level. Detail output on the report includes student name, student number, gifted area flags, course name, course section, credits, teacher, meeting time, EMIS Subject Code, and Core Subject Area. The total student credits are also displayed.

This report is run at the school level.

Report: Gifted Student Courses   **ELEMENTARY**
Printed Fri, Aug 21,   11:08 AM

Gifted Student Courses

Student Name	Student Number	Grade	Homeroom
		03	3B

Student Gifted Areas:	Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
	N	N	N	Y	N	N	N

Course Name	Course Section	Credits	Teacher	Meeting Time	EMIS Subject Code	Core Subject Area
HANDWRITING 3	316-32	0.00		1 (3B)	050152	
SOCIAL STUDIES 3	350-32	0.00		1 (3B)	151209	
ADMIN 3	ADMIN 3-32	0.00		1 (3B)		
SCIENCE 3	340-32	0.00		1 (3B)	132110	
MATHEMATICS 3	320-32	0.00		2 (3B)	110003	
Music 3	MUSIC3-32	0.00		2 (3B)	122000	
WORD STUDY 3	314-32	0.00		2 (3B)	050152	
Physical Education 3	PE3-32	0.00		2 (3B)	080300	
Art 3	ART3-32	0.00		E2 (3B)	020012	
WRITING 3	312-32	0.00		2 (3B)	050152	
READING 3	310-32	0.00		3 (3B)	050152	
WORK HABITS/SOCIAL SKILLS 3	WH/SS 3-32	0.00		3 (3B)		
LUNCH	LUNCH-3	0.00		L3 (CAF)		

Student Total Credits: 0.00

5. Gifted Student Detail Report

StudentInformation > SIS > School > Student Reports > Gifted Student Detail Report

The Gifted Student Detail Report displays the detailed gifted area information for each student selected. Sorting options include student name, grade, or teacher/homeroom. Grouping options include homeroom, teacher, or grade level. Detail output on the report includes student name, student number, grade, ethnicity, disability condition, gifted area and screen, assessed, identified, served, and identified date for each gifted area.

This report is run at the school level.

Report: Gifted Student Detail Printed Fri, Aug 21, , 11:17 AM					ELEMENTARY **Gifted Student Detail**	
Student	**Student Number**	**Grade**	**Ethnicity**	**Disability Condition**		**Homeroom**
		03	White	**		3B
Gifted Area	Screened	Assessed	Identified	Served		Identified Date
Reading/Writing	N	N	Y	N		11/9/2018
Student	**Student Number**	**Grade**	**Ethnicity**	**Disability Condition**		**Homeroom**
		03	White	05		3A
Gifted Area	Screened	Assessed	Identified	Served		Identified Date
Math	N	N	Y	N		11/9/2018
Reading/Writing	N	N	Y	N		11/9/2018
Student	**Student Number**	**Grade**	**Ethnicity**	**Disability Condition**		**Homeroom**
		03	White	**		3A
Gifted Area	Screened	Assessed	Identified	Served		Identified Date
Reading/Writing	N	N	Y	N		11/9/2018

Note: Students without an active course assignment are not included on this report. They are included in Gifted reports in the Analytic Hub (Gifted Detail and Gifted Summary).

6. Gifted Students Missing Records

The Gifted Students Missing Records report displays a list of students who are missing a gifted record. Sorting options include student name, grade level, ethnicity, and sent to IRN. Detail output on the report includes school code, school name, school IRN, student name, student number, grade, gender, ethnicity, FTE, sent to IRN, admission date, and withdrawal date. The Gifted Students Missing Records report will return all students who are missing a yearly gifted record, whether they have identified data or not.

This report can be run at the district or school level.

Report: Gifted Students Missing							**East Holmes Local Schools**	
Printed Fri, Aug 21, 11:29 AM								
							Gifted Students Missing Records	
School Code:		School Name:					IRN:	
Name	Student Number	Grade	Gender	Ethnicity	FTE	Sent To IRN	Admission Date	Withdrawal Date
		02	F	White	100	******	8/1/2020	
		02	F	White	100	******	8/1/2020	