Gifted Quick Reference

Task	Completed	Initials
Task #1: Create a default Gifted Rule to assign to all students in the district that are not being screened. *StudentInformation » Management » School Administration » EMIS » Gifted » Gifted Rules Maintenance*	☐	
Task #2: Create a separate grade level specific Gifted Rule for the students who will be screened. *StudentInformation » Management » School Administration » EMIS » Gifted » Gifted Rules Maintenance*	☐	
Task #3: Run Gifted Mass Update to assign students the District Default Rule and the Grade Level Screening Rules simultaneously. *StudentInformation » Management » School Administration » EMIS » Gifted » Gifted Mass Update*	☐	
Task #4: After screening is administered, manually update Assessed for those students who are undergoing further testing. *StudentInformation » SIS » Student » Gifted » Student Gifted Record*	☐	
Task #5: Edit the individual gifted records for those students identified as being gifted. *StudentInformation » SIS » Student » Gifted » Student Gifted Record*	☐	
Task #6: If your district provides gifted services to students identified as gifted, update the student's gifted record. *StudentInformation » SIS » Student » Gifted » Student Gifted Record*	☐	
Task #7: Copy Student Served Values from one year to another. *StudentInformation » Management » School Administration » EMIS » Gifted » Gifted Initialization*	☐	
Task #8: Adding gifted records to new students who enter the district after the screening is administered. *StudentInformation » Management » School Administration » EMIS » Gifted » Gifted Mass Update*	☐	