

To: Lopez Island School District families and community
 Re: Annual notification of upcoming Highly Capable Identification Process
 From: Pat Burleson, Highly Capable Program (HiCap) Coordinator

January 15, 2021

Dear Lopez Island Parents, Guardians, and Community Members,

In January of each year, the school district works to identify students in grades K-12 who demonstrate aptitudes above and beyond their peer group. The Lopez Island School District HiCap program can provide instruction, activities, and services that accelerate learning and offer a unique academic challenge for learners identified as highly capable.

**Referrals may be submitted between January 15 - February 15.
 The deadline is February 15th.**

**Further information can be found on the District website.
 Parent and community referral forms can be found on the District website.
https://www.lopezislandschool.org/district_info/highly_capable**

Students who are identified over the next few months will start receiving services in September of the 2021 – 2022 school year.

Referral, Identification, Testing, and Selection Process

The Lopez Island School District’s HiCap Program Plan includes basic policy and procedures that meet existing state laws, and are School Board approved. The timeline below describes the process.

Timeframe	Process Description
January	Referral Window: January 15 – February 15 <ul style="list-style-type: none"> Teachers, staff, parents, and community members may refer students who “perform or show potential for performing at significantly advanced academic levels when compared to others of their age, experiences, or environments.” Referral forms and any supporting evidence/artifacts are to be submitted to the HiCap Coordinator within the referral window.
February	Parent Notification and Permissions: <ul style="list-style-type: none"> Letters are sent to parents/guardians of students who have been referred with requests for additional information and permission for further testing.
February	Collection of Evidence: <ul style="list-style-type: none"> Standardized test scores for referred students are gathered (i.e. WAKids, STAR, SBAC, WELPA, etc.) Gifted Rating Scales and Renzulli Questionnaires are requested from teachers, support staff, parents/guardians, peers, and/or whomever is deemed appropriate for offering insight regarding aptitudes of referred students. Other artifacts demonstrating students’ specific aptitudes are gathered (i.e. art pieces, musical recordings, writing samples, etc.) A list of referred students are selected for CogAT (Cognitive Abilities Test) assessment.
March	CogAT (Cognitive Abilities Test) Assessment: <ul style="list-style-type: none"> School contracted psychologist completes CogAT with each referred student. Results are reported to the HiCap Coordinator and to parents/guardians.

April	<p>Selection of HiCap Students:</p> <ul style="list-style-type: none"> ● A multi-disciplinary team meets to review referrals, collection of evidence, and CogAT scores. ● Items are identified for follow up. ● Eligible students are selected for HiCap services. ● Notification Plan is established.
May	<p>Parent Notification:</p> <ul style="list-style-type: none"> ● Selection results are communicated to parents/guardians. ● Permission for students to receive services is requested. <p>Teacher Notification:</p> <ul style="list-style-type: none"> ● Selection results are communicated to school personnel.

Delivery of Services and Supports

Currently, the delivery of services to HiCap identified and selected students usually happens within existing general educational programs and activities offered in the Lopez Island School District (i.e. differentiated instruction within the classroom, experiential learning opportunities through international travel and field trips, enrichment activities in the elementary, flexible course assignment, etc.).

WAC 392-170-042

Annual notification.

As per WA State requirements:

Annual public notification of parents and students shall be made before any major identification activity. The notice shall be published or announced in multiple ways in appropriate languages to each community in school and district publications or other media, with circulation adequate to notify parents and students throughout the district.

Feel free to contact me if you have questions.

Sincerely,

Pat Burleson

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