

INSTRUCTION

Special Programs

Advanced Academic Programs (AAP) Testing, Screening, and Identification for Elementary and Middle School Students 2009-10

I. PURPOSE

To provide procedures for identifying elementary and middle school students for advanced academic (formerly gifted and talented) services.

This notice is for reference through July 31, 2010.

II. PROCEDURES

- A. All elementary and middle schools follow identification and placement procedures contained in the Advanced Academic Programs, formerly Gifted and Talented (GT), Identification Procedures Manual, which contains information about both school-based and center-based programs.
- B. The Parent Information Packet for Advanced Academic Program (formerly GT) Testing, Screening, and Identification is provided to each local elementary and middle school by the AAP central office.

III. CALENDAR

The identification process will follow the calendar provided in the attachment.

IV. INSTRUCTIONS AND MATERIALS

Specific instructions and materials will be provided to each school. The advanced academics resource teacher (AART) at each school will offer in-service training on the use of the Gifted Behaviors Rating Scale (GBRS).

Attachment

ADVANCED ACADEMIC PROGRAMS (AAP)

**SCHEDULE FOR IDENTIFICATION PROCEDURES
SCHOOL-BASED AND FULL-TIME PROGRAMS
IN ELEMENTARY AND MIDDLE SCHOOLS
School Year 2009-10**

| <u>Date</u> | <u>Action</u> | <u>Responsibility</u> |
|-------------------|--|--|
| 9/14/09 | Send electronic versions of Continuum of Advanced Academic Services, school newsletter article, Advanced Academic Programs Identification Procedures Manual, and parent information packet to local schools. | AAP central office staff members |
| 9/14/09-9/21/09 | Distribute Continuum of Advanced Academic Services to all students, publish testing and screening information in school newsletter, distribute parent information packet. | Local schools |
| 9/14/10-9/25/09 | Review new Fairfax County Public Schools (FCPS) students for testing referral (as needed) and advanced academic school-based services. | Local schools and screening committees |
| 9/22/09-9/25/09 | Administer the Naglieri Nonverbal Ability Test (NNAT) to all second grade students. | Local schools and Department of Professional Learning and Accountability (PLA) |
| 9/28/09-10/26/09 | Conduct staff development for elementary classroom teachers to evaluate students on the Gifted Behaviors Rating Scale (GBRS) and share criteria for making honors recommendations with sixth grade teachers. | Advanced Academic resource teachers (AARTs) |
| 10/19/09-10/30/09 | Administer the Cognitive Abilities Test (CogAT) to all second grade students and to third through seventh grade students missing ability test scores or exercising their one-time retesting option. | Local schools and PLA |
| 10/30/09 | AAP Level IV referral forms for new FCPS students due to local schools. | Local schools |
| 11/10/09-11/12/09 | Receive [from parents] and process AAP Level IV screening files for private school students. | AAP central office staff members |

| <u>Date</u> | <u>Action</u> | <u>Responsibility</u> |
|-----------------|---|--|
| 11/13/09 | Receive [from schools] and process AAP Level IV screening files for new FCPS students. | AAP central office staff members |
| 12/09 | Score and report results of CogAT and NNAT to AAP. | PLA |
| 12/09 | Convene countywide AAP central selection committee. | AAP central office staff members |
| 12/09 | Convene oversight committee. | AAP central office staff members |
| 12/09 | Review 2009-2010 AAP identification procedures and file preparation, including Gifted Behaviors Rating Scale (GBRS) with AARTs and middle school directors of student services. | AAP central office staff members |
| 1/4/10-1/8/10 | Send test results to schools. | PLA |
| 1/10 | Create screening pool of second grade students for AAP center identification. | AAP central office staff members and PLA |
| 1/10 | Send test results and second grade pool letter to parents and guardians. | Local schools |
| 1/10-2/10 | Complete Gifted Behaviors Rating Scale With Commentary (GBRS) and prepare screening files for all second grade screening pool candidates. | Local schools and AARTs |
| 1/5/10-1/16/10 | Assign eligible students to AAP Level IV sites, assign transportation, and notify parents and guardians and cluster assistant superintendents for second semester. | AAP central office staff members |
| 1/11/10-1/15/10 | Receive and process AAP Level IV appeals (due to AAP office by January 15, 2010). | AAP central office staff members |
| 1/22/10 | Convene appeals committee. | AAP central office staff members. |
| 1/26/10-1/28/10 | Mail appeal decisions to parents and guardians and local schools. | AAP central office staff members |
| 1/29/10 | Elementary schools mail honors placement time line letter to parents of rising seventh grade students. | Local schools |
| 2/2/10-2/5/10 | Receive and process AAP Level IV screening files for students not attending FCPS | AAP central office staff members |
| 2/5/10 | AAP referrals due to local school. | Local schools |

| <u>Date</u> | <u>Action</u> | <u>Responsibility</u> |
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| 2/5/10-3/5/10 | Complete Gifted Behaviors Rating Scale With Commentary (GBRS) and prepare screening files for referrals. | Local schools |
| 2/12/10 | Optional screening materials (for students attending FCPS) due to AARTs. | Local schools and parents |
| 2/12/10-3/5/10 | Evaluate all AAP Level IV referrals screening committees. | Local school |
| 2/16/10-3/12/10 | Elementary schools complete GBRS, indicate compacted mathematics, and make recommendation for every sixth grade student. | Local schools and AAP resource teachers |
| 2/19/10 | Deliver honors spreadsheet to elementary schools. | DIT |
| 2/19/10 | Submit second grade student screening pool files to AAP office. | Elementary schools |
| 2/22/10-2/26/10 | Administer ability tests to students new to FCPS since November 2009 who are missing an ability test score. | Local schools and PLA |
| 3/5/10 | Submit screening files for AAP Level IV candidates to AAP office (referrals). | AARTs and middle school directors of student services |
| 3/11/10 | Train new central selection committee members. | AAP central office staff members |
| 3/19/10 | Forward sixth grade student information (GBRS, math level, teacher recommendations) to DIT for completion of middle school honors spreadsheet. | Elementary schools, AARTs, and DIT |
| 3/23/10-3/25/10 | Conduct central selection committee screening meetings for AAP Level IV candidates. | AAP central office staff members |
| 3/31/10 | Conduct central selection committee screening meetings for AAP Level IV candidates. | AAP central office staff members |
| 4/2/10 | Conduct central selection committee screening meetings for AAP Level IV candidates. | AAP central office staff members |
| 4/5/10 | Deliver honors spreadsheet to middle schools. | DIT |
| 4/5/10-5/3/10 | Middle schools review honors spreadsheet and convene placement committees. | Local schools |
| 4/12/10-4/16/10 | Convene oversight committee. | AAP central office staff members |

| <u>Date</u> | <u>Action</u> | <u>Responsibility</u> |
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| 4/21/10-4/23/10 | Notify local schools and mail letters of AAP Level IV eligibility or ineligibility to parents and guardians. | AAP central office staff members |
| 4/26/10-5/14/10 | Receive and process permission forms from parents and guardians of students eligible for AAP Level IV placement, assign eligible students to AAP Level IV sites, assign transportation, and notify parents and guardians and cluster assistant superintendents of fall placement. | AAP central office staff members |
| 5/3/10-6/11/10 | Determine candidates for 2009-10 elementary school-based program. | Local school screening committees |
| 5/3/10-5/14/10 | Host AAP Level IV orientations for new students and parents and guardians. | AAP Level IV center schools |
| 5/3/10-6/30/10 | Middle schools mail honors placement notification letters. | Local middle schools |
| 5/10/10-6/1/10 | Receive and process AAP Level IV appeals (due by June 1, 2010). | AAP central office staff members |
| 6/1/10-6/11/10 | Mail notification of eligibility for school-based program to parents and guardians. | Local elementary schools |
| 6/1/10-6/11/10 | Convene appeals committee. | AAP central office staff members. |
| 6/15/10-6/30/10 | Mail appeal decisions to parents and guardians and local schools. | AAP central office staff members |