



Advanced Learning

Mailing address: M.S. 32-936 – P.O. Box 34165 Seattle, WA 98124-1165

Web address: www.seattleschools.org/advlearning Phone: 206-252-0130

Highly Capable Eligibility Information Packet for High School (9th-12th)

(2017-2018 Evaluation to determine eligibility for school year 2018-2019)

The Referral Deadline is March 2, 2018

- Parents/Guardians may refer their children or students may refer themselves for evaluation for Highly Capable HS eligibility by filling out a *HS HIGHLY CAPABLE ELIGIBILITY REFERRAL & PERMISSION FORM* and returning it to the Advanced Learning Office by March 2, 2018.
- Teachers or community members who wish to refer a student for evaluation should give the *HS HIGHLY CAPABLE ELIGIBILITY REFERRAL & PERMISSION FORM* to the parent/guardian of that student to sign AND submit a completed *TEACHER/EDUCATOR RATING SCALE FORM* directly to the Advanced Learning Office.

The Referral & Evaluation Process

Referral

- Mail the completed *HS HIGHLY CAPABLE ELIGIBILITY REFERRAL & PERMISSION FORM* directly to the Advanced Learning Office at the address above, **OR** hand-deliver it to the Advanced Learning box at the reception kiosk in the lobby of the John Stanford Center, 2445 Third Ave. S. by March 2, 2018.
- Give the *TEACHER/EDUCATOR RATING SCALE FORM* to a teacher/educator of your choice and request that s/he complete and send it directly to the Advanced Learning Office.
- We do not accept faxed or e-mailed applications.
- Non-SPS families should mail materials and a \$90 check/money order to cover processing costs directly to the Advanced Learning Office.
- A signed *HS HIGHLY CAPABLE ELIGIBILITY REFERRAL & PERMISSION FORM* must be received by the Advanced Learning Office by March 2, 2018 to start the evaluation process.

Document Collection

Give a signed *STUDENT TRANSCRIPT & GRADE REQUEST FORM FOR HC SERVICES ELIGIBILITY 9-12* to the school's registrar for completion. The registrar should send the *COMPLETED* form with all supporting documents directly to the Advanced Learning Office by the March 30, 2018 due date.

Essay

All students participating in the eligibility evaluation are required to provide an original response to an assigned prompt. Follow the guidelines provided to you later in this packet. Essays must be received by the Advanced Learning Office by the March 2, 2018 due date.

Initial Review

Completed applications with all supporting documents must be received in the Advanced Learning Office by March 2, 2018. Students whose applications are incomplete by the due date will not pass the initial review.

Eligibility Results

Families will be notified of the decision by April 2018.



What are the eligibility criteria for High School HC designation?

Because the portfolio criteria consist of both quantitative and qualitative measurements, there is no single piece that will be the sole determiner of eligibility. However, the combination of factors are reviewed. The following list explains what we are looking for.

- **SAT**
Critical Reading, Mathematics, and Writing scores in the 98th percentile or higher
- **PSAT**
Critical Reading, Mathematics, and Writing Skills scores in the 98th percentile or higher when compared to other students in the same grade (i.e. a 10th grader's scores will be compared to other 10th graders' scores)
- **GPA**
Cumulative GPA of 3.8 or higher
- **Grade Reports**
Significantly above average grades in AP/IB courses
- **Teacher/Educator Rating Scale**
Reference from Teacher/Educator indicating his/her professional evaluation of student ability and readiness

Should this student/I be referred for HC eligibility evaluation?

Here is a beginning list of characteristics to consider when referring.

Verbal skills

- Has an expanded vocabulary compared to same-aged peers
- Seems continuously to ask challenging and/or unusual questions

Thinking skills

- Is imaginative; has lots of novel ideas
- Can come up with many interesting solutions to problems

Learning behaviors

- Understands information quickly and uses it to make connections
- Seeks out more challenging tasks; may not finish regular assignments because wants to spend time doing projects he/she thinks are more interesting

Motivation

- Is very interested in certain topics/projects and wants to work on them all the time
- Does not want or need a lot of direction for completing a task; likes to figure it out on his/her own

Social-emotional development

- Is empathetic to others; has heightened concern for equity and fairness
- May be a perfectionist and/or become frustrated with mistakes
- May prefer to interact with students who are older and/or adults

Reading

- Is a voracious reader; reading material at or above college level

Math skills

- Demonstrates advanced quantitative reasoning skills
- Excels in advanced math concepts and processes



Advanced Learning

Mailing address: M.S. 32-936 – P.O. Box 34165 Seattle, WA 98124-1165
 Web address: www.seattleschools.org/advlearning Phone: 206-252-0130

High School Highly Capable Eligibility Referral and Permission

THIS SIGNED FORM IS REQUIRED PRIOR TO ALL EVALUATIONS.

(2017-2018 Evaluation to determine eligibility for school year 2018-2019)

Student Last Name	First Name	Middle	Seattle Public Schools ID# (required)*
Parent/Guardian Name (please print)			Current Grade (2017-18)
Home Address	City	State	Zip Code
Phone Number(s)			School Currently Attending (2017-18)
Date of Birth (mm/dd/yyyy)			Gender
Primary E-mail address – Please PRINT CLEARLY (Necessary as Primary Communication)			Gender
**Student Ethnicity: Not Hispanic or Latino _____ (Check here) If Hispanic or Latino: Central American; Cuban; Dominican; Latin American; Puerto Rican; South American; Mexican/Mexican American/Chicano; Spaniard; Other Hispanic/Latino. What is your Primary identification? (Required) _____			First Language Spoken at Home: Second Language Spoken at Home:
**Student Race: African American/Black; White; Alaskan Native; Asian; Asian Indian; Pacific Islander; Native American; Multiracial; etc (please go to the Admissions website for complete list of federal race categories). What is your Primary identification? (Required) _____			**Student Ethnicity and Race are BOTH required for all students with no Seattle Public School ID number and are used in the ID assignment process only.

Parents/Guardians:

I grant permission for my child to be evaluated for Highly Capable eligibility. Evaluations include examination of student records which may also include achievement test results, grade reports, cognitive ability test scores, SAT/PSAT scores, and GPA. I am aware of the procedures for identification, program options, and the appeal process (WAC 392-170-047).

Parent/Guardian signature _____ Date _____

(Please do not type – original signature required)

* **Non-SPS school families** who do not know, or do not have, an SPS ID number, should leave this blank. Do not use social security numbers. If you have ever submitted enrollment materials with Seattle Public Schools or have previously applied for testing, your child has a Seattle Public Schools ID number.

***Non-SPS school families must include a check/money order for \$90 to cover processing costs. Must be accompanied with Referral/Permission forms.**

Complete Referral/Permission forms return to the Advanced Learning Office:

- Mail it through the postal service to: **Advanced Learning Office, MS 32-936, PO Box 34165, Seattle, WA 98124-1165**
- Deliver it in person to the **John Stanford Center at 2445 3rd Ave S., Seattle, WA 98124** (Drop box located in the lobby)

Referral/Permission forms for ALL students (SPS or non-SPS) must be received by the Advanced Learning Office by the March 2, 2018 deadline in order to be considered.



STUDENT TRANSCRIPT & GRADE REQUEST FORM FOR HC SERVICES ELIGIBILITY 9-12

Dear Registrar:

My child, _____ (print student's name) has been referred for eligibility evaluation for Highly Capable services. In order for the student's application to be considered complete, we request specific documentation be sent directly to the following destination:

Advanced Learning Office
M. S. 32-936
P. O. Box 34165
Seattle, WA 98124-1165

Send all requested documentation at one time. Do not send student's information until it is complete. Please include this form when sending student's information.

Please note: Do NOT give this documentation to the student or parent/guardian. Only official documentation received directly from the school will be accepted.

Documentation Checklist: Please fill in checklist below to ensure the submission of all requested information.

Document(s) Requested	Title(s) (if applicable)	Included? Yes/No	If not included, why not?
<input type="checkbox"/> Current Achievement Tests:			
<input type="checkbox"/> PSAT scores:			
<input type="checkbox"/> SAT scores:			
<input type="checkbox"/> Transcript (official only):			
<input type="checkbox"/> Current Overall GPA: (if not on transcript)			
<input type="checkbox"/> Most Recent Progress Report: (for each IB/AP course in which student is currently enrolled)			

Parent/Guardian Permission

I grant permission for my child's academic records (as listed above) to be sent directly to SPS's Advanced Learning Office. I understand that this documentation will become part of my child's HC services application packet. I further understand that it is my responsibility to ensure that the required documentation be sent in a timely manner and received by the AL Office by the March 30, 2018 deadline.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date



Advanced Learning

*Mailing address: M.S. 32-936 – P.O. Box 34165 Seattle, WA 98124-1165
Web address: www.seattleschools.org/advlearning Phone: 206-252-0130*

STUDENT ESSAY FORM

All completed essays must be received by the Advanced Learning Office by March 2, 2018 in order to be considered.

All students referred for HS HC eligibility must submit an original essay responding to the prompt below. As you continue, please be aware of the following:

- Essays can be typed or handwritten on white, letter-sized paper.
- No faxed or emailed essays will be accepted.
- Student name and ID# must clearly appear at the top of each page of the essay.
- The bottom portion of this STUDENT ESSAY FORM must be filled out and signed by both the student and the parent/guardian.
- The completed STUDENT ESSAY FORM should be stapled to the front of the student’s essay and act as a cover page.
- Essays will not be returned.

Essay Prompt Background Information:

There is a vast quantity of literature available that explores the needs, qualities, challenges, etc. of students referred to as Highly Capable (or “Gifted”). After reading some of this information, you will write a personal essay in which you reflect on yourself through the Highly Capable lens.

Essay Prompt:

In no more than 500 words, you are to write a well-developed, multi-paragraphed, and well-supported essay that examines how and why you are an example of a Highly Capable student. In your essay, be sure to address ALL of the following: both the positives and negatives of being Highly Capable, triumphs and challenges you have faced, and why you feel your needs would be best met by being designated as Highly Capable.

Student and Parent/Guardian Statement:

The attached essay is the original work of the student whose name appears below. If outside source information was used in this essay, it is properly cited so as to avoid plagiarism. If this essay or any portion thereof is found to be plagiarized, I understand that it will be cause for the immediate denial of my application for this evaluation cycle.

Student Name (Printed)

Parent/Guardian Name (Printed)

Student Signature

Parent/Guardian Signature



Teacher Rating Scale for Highly Capable Eligibility Referral (9th-12th) For Current High School Students

This signed form is required prior to all evaluations
(2017-18 Evaluation to determine eligibility for school year 2018-19)

Student Last Name _____ First Name _____ Middle _____ Grade (2017-18) _____

Teacher's School Assignment _____ Teacher's Name _____

Directions: For each skill, mark the number that best rates the student in comparison to his/her same-aged peers.

1 = Significantly below peers; 2 = Slightly below peers; 3 = Same as peers; 4 = Slightly above peers; 5 = Significantly above peers

NOTE: Sub-skills may be manifested in positive ways **AND/OR** in ways that present challenges.

For the following, rate your child from 1-5 after considering the ideas within each group.

① Student's verbal skills compared to same-aged peers:

1 ___ 2 ___ 3 ___ 4 ___ 5 ___ • Demonstrates advanced vocabulary • Demonstrates advanced verbal reasoning skills
• Modifies language according to audience/situation • Is highly verbal

② Student's complex thinking skills compared to same-aged peers:

1 ___ 2 ___ 3 ___ 4 ___ 5 ___ • Exhibits strong creative ability • Exhibits strong analytical thinking skills
• Exhibits strong executive functioning and problem solving skills
• Comprehends advanced ideas, concepts, or implications

③ Student's learning behaviors compared to same-aged peers:

1 ___ 2 ___ 3 ___ 4 ___ 5 ___ • Requires minimum repetition for mastery • Creates advanced products
• Displays unexpected depth of knowledge in one or more areas
• Likes to be challenged

④ Student's level of motivation compared to same-aged peers:

1 ___ 2 ___ 3 ___ 4 ___ 5 ___ • Demonstrates intense task commitment and energy when pursuing interests
• Pursues a wide range of interests and activities • Wants to do things independently
• Demonstrates an intense need to understand

⑤ Student's social/emotional development compared to same-aged peers:

1 ___ 2 ___ 3 ___ 4 ___ 5 ___ • Sets high personal standards and goals • Leadership abilities
• Observed tendencies regarding formation of friendships
• Displays unusual sensitivity regarding issues of social justice



ACADEMIC SKILLS

(please respond to the skills relevant in your content area)

6 Reading Skills

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

- How would you rate this student's reading skills compared to grade-level peers?

7 Math Skills

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

- How would you rate this student's math skills compared to grade-level peers?

8 COMMENTS *(Optional)*

If you have other comments you think the Multidisciplinary Selection Committee may find helpful, please attach a separate sheet.

By signing below, I attest that the information I provided is accurate and true to the best of my knowledge.

Teacher signature _____ Date _____

Mail this signed and completed form directly to the Advanced Learning Office, MS 32-936, PO Box 34165, Seattle, WA 98124-1165.
Forms are due in Advanced Learning Office by March 30, 2018. No late forms will be accepted.