

**Middlesex County Public Schools**  
**Learning Enrichment and Acceleration Program (LEAP)**  
***The Steps of the Referral Process***



***The referral window opens October 15<sup>th</sup> of the new academic school year.***

***Parent Referrals:***

- Parent asks for a **referral packet**, containing a letter of explanation of giftedness, a request for consideration, and a gifted characteristics parental checklist.
- Once the parent returns the referral packet, the gifted coordinator asks the student's classroom teacher (two core teachers at SCW or MHS) to complete a **Renzulli-Hartman Scale for Rating the Behavioral Characteristics of Superior Students**.
- While the teacher is completing the Renzulli scale, the gifted coordinator compiles available **normative test data** (MAP, CogAT) and records on the **referral tracking form**. During this time, the gifted coordinator will administer the NNAT2 to the student if necessary, and record scores on the **referral tracking form**. The School Psychologist will administer additional assessments if deemed necessary.
- The gifted coordinator will complete an **in-class observation of the student**, and will briefly **interview the student; the student will attend one session of LEAP pullout**.
- The teacher will be asked to share any **student work** which reflects higher level, advanced reasoning and problem solving.
- The identification committee will **consider all criteria** (no one item, score, narrative, etc. will determine placement) and will seek input once more from the classroom teacher(s) and the gifted coordinator will compose a **letter of finding**.
- If the student is qualified for entrance into the LEAP program, the parent will be asked to sign a letter granting **permission for services**.
- Finally, a meeting will be scheduled with parents, teachers, administrators, and the gifted coordinator to compose a **Gifted Identification Plan**.

***Teacher Referrals/Screening Results:***

- The referring teacher will complete a **Renzulli-Hartman Scale for Rating the Behavioral Characteristics of Superior Students**.
- An **evaluation/testing permission form** will be sent home, along with a letter of explanation and a **gifted characteristics parental checklist**.
- The gifted coordinator then compiles available **normative test data** (MAP, CogAT) and records on the **referral tracking form**. During this time, the gifted coordinator will administer the NNAT2 if necessary to the student, and record scores on the **referral tracking form**. The School Psychologist will administer additional assessments if deemed necessary.
- The gifted coordinator will complete an **in-class observation of the student**, and will briefly **interview the student; the student will attend one session of LEAP pullout**.
- The teacher will be asked to share any **student work** which reflects higher level, advanced reasoning and problem solving.
- The identification committee will **consider all criteria** (no one item, score, narrative, etc. will determine placement) and will seek input once more from the classroom teacher(s) and the gifted coordinator will compose a **letter of finding**.
- If the student is qualified for entrance into the LEAP program, the parent will be asked to sign a letter granting **permission for services**.
- Finally, a meeting will be scheduled to compose a **Gifted Identification Plan**.