

PPS TAG ID Process (Blue/BOLD print is school's responsibility. Black print is done by District Office.) Page 1

What	Who	When
Student Information onto IDPF	Parent/TC (TAG Coordinator)	by Conferences
Parent & Teacher Advocacy Including SIGNATURE	Parents or Teacher	by end of Nov
COPY of IDPF sent to TAG Office	TC	by Dec 1
Student Info onto Spreadsheet	TAG Office	as they come into the office
Test History	Teacher or TC fills in	by the time the school Committee meets
Work Sample section	Teacher fills in ratings on IDPF	by the time the school Committee meets
Work Sample held at school for the committee	TC	by the time the school Committee meets
Work Sample recorded by	Teacher or TC	by the time the school Committee meets

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Work samples need to be in the area of nomination, showing the student's best work. Evidence can be anecdotal. School committee evaluates work samples as criteria for recommendation.

ID # _____

TAG Identification Process Form (IDPF)
PORTLAND PUBLIC SCHOOLS
TALENTED AND GIFTED

Student _____ D.O.B. _____
Please PRINT: Legal Last Name Legal First Name Middle Initial

Address _____

Parent Name _____

Parent Signature for permission to test _____ Date _____

Parent and teacher complete student this section. Parent signature needed for testing.

Parent and Teacher Observations: Advocacy Information
1=Never 2=Seldom 3=Occasionally 4=Frequently 5=Almost always 6=Always

	Parents					Teachers						
A. Learning: Retains and learns information easily; Uses complex vocabulary; Shows strong memory, quick recall; Carries out complex instructions with ease												
B. Skills: Reads/comprehends on an advanced level; Shows high level thinking; Expresses ideas well; Elaborates or questions												
C. Skills: Uses advanced computations and/or complex math systems; Exhibits quick mastery of skills												
D. Interests: Demonstrates unusual or advanced interests; Is considered an "expert" on certain topics; Displays academic/artistic creativity	1	2	3	4	5	6	1	2	3	4	5	6
E. Reasoning/Problem Solving: Recognizes patterns & connections; Is a keen observer; Makes mental connections; Devises strategies to solve problems; Has "out-of-the-box" ways to solve problems; Is a Nonconformist	1	2	3	4	5	6	1	2	3	4	5	6
F. Motivation/Leadership: Is a Self- or Independent starter; Is an independent worker; Does not follow the typical path; Self-confident; Well-liked; Demonstrates leadership	1	2	3	4	5	6	1	2	3	4	5	6

Area/s for assessment: Intellectual Reading (circle: Spanish or English) Math (circle: Spanish or English)

Social and Emotional
 Variables that may effect testing:
 Check any that apply and explain

None apply

ELL designation: _____
 Special Education/eSIS "Alert": _____
 Other accommodation: _____
 Diverse cultural or language background
 Under-represented population (race, poverty, language)

Parents & teachers complete this section

Test history: Record any test scores you believe helpful. (i.e. OAKS, SAT-10, DRA, Easy CBM, out of district or State and/or private practitioner testing)

Test name	Description	Date	Score/percentile

Teacher or TC completes Test History section

Teacher: Evidence of Rate and Level- Work Samples in area of strength
1=Beginning 2=Emerging 3=Developing 4=Proficient 5=Strong 6=Exemplary

Content area	Assignment	Date	Circle Score
1			1 2 3 4 5 6
2			1 2 3 4 5 6

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Student: _____ For School and _____

Standardized Test Results:

Test Name	Test Date	Percentile	
CogAT (Cognitive Abilities Test)		___ %ile Composite Intellectual	
<input type="checkbox"/> NNAT (Naglieri Nonverbal Ability Test) <input type="checkbox"/> RAVEN (Standard Progressive Matrices)		___ %ile Non-Verbal Intellectual	
ITBS (Iowa Basic Skills Test) <input type="checkbox"/> Logramos k-2		___ %ile Reading	___ %ile Math
<input type="checkbox"/> Spanish OAKS (Oregon Assessment of Knowledge and Skills) 3+		___ %ile Reading	___ %ile Math
Other _____		___ %ile Reading	___ %ile Math ___ %ile Intellectual

School TAG Team Review: Circle YES or NO for Each Criterion

Yes	No	Does the advocacy information indicate TAG? (Mostly 5's and 6's)
Yes	No	Are the work samples in a _____
Yes	No	Does the child have a _____

Special Considerations or Comments: _____

School Team Recommendation: (Check identification)

YES, if the standardized test is at or above 97th percentile. Check each area of identification below.

Intellectually Gifted Academic _____ Academic Reading

POTENTIAL, if the standardized test is at a minimum of 95th percentile and at least one other criterion (see above) is YES, or other social/emotional considerations apply. Parents may appeal.

NO, if the standardized test is below 95th percentile with weak work samples, weak advocacy. Parents may appeal.

TAG Coordinator: _____ Principal: _____ (m)____(d)____(y)____

Team signatures: _____

PPS Team Decision:

(m)____(d)____(y)____ YES NO

Intellectually Gifted Math-Academic Talent

Data entry Entered into eSIS

Signatures: _____

Test date and results recorded by TC from spreadsheet emailed after testing

Committee will meet, review criteria and make recommendation within 2 weeks of testing; Sign in appropriate place

PPS Team (AC & TAG Office); makes decisions within 30 days of testing

What	Who	When
Test date scheduled with TAG Office	TC & TAG Office	Cluster test window
Schedule a proctor for each school	TAG Office	as soon as date is set
Spreadsheet sorted/emailed to school & printed for proctors	TAG Office	Two weeks before test date
School informs parents & teachers of Test date	TC	Two weeks before test date
Test booklets, supplies gathered for each school's spreadsheet	TAG Office	One week before testing
Proctors pick-up test supplies @ BESC	Proctors	1-2 days before test date
Test booklets & answer sheets returned to Office to BESC	Proctor	Day of test or next day
Grade 3-12 Answer sheets given to R&E to score	TAG Office	Daily as they come in
K-2 nd grade test booklets scored	TAG Office	As needed
Test results emailed to TAG Office & entered onto spreadsheet	R&E, TAG Office	As needed
Spreadsheet sorted by school & emailed to TC & Principal confidentially	TAG Office	Within 1-2 days of getting results
Test scores entered on IDPF confidentially	TC	Upon receipt
School committee meets to review & make recommendations	School comm.	Within 2 wks of receiving scores
School decision & original IDPF sent to TAG Office	TC	Within 2 wks of receiving scores
District Team review & sign IDPF	TOSA, TAG Office	Wed 2-4 Jan-Mar
Send notification to parents-copy to school with salmon folder when appropriate	TAG Office	Within 1 week of rec'd IDPF
Enter TAG ID in eSIS	TAG Office	Within 30 days of testing