

Gifted Eligibility User Guide Submitter Role



Georgia Department of Education

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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Gifted Eligibility Overview

The Gifted Eligibility application within the Statewide Longitudinal Data System (SLDS) provides you with an online method for submission and validation of your student(s) into the Gifted Eligibility program.

There are two user roles within the Gifted Eligibility application. This document will focus on the role of the Submitter.

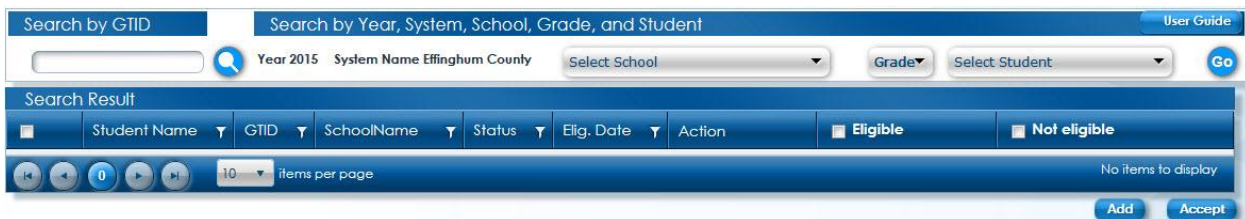
Role	Description
Submitter	Can view, add, edit, delete and submit a record.
Approver	Can view a <i>submitted</i> record. Can add a record. Can edit or delete a record created by another user only if the status of the record is <i>In Progress</i> . Can approve a record.

Accessing the Gifted Eligibility Application

To access Gifted Eligibility perform the following steps.

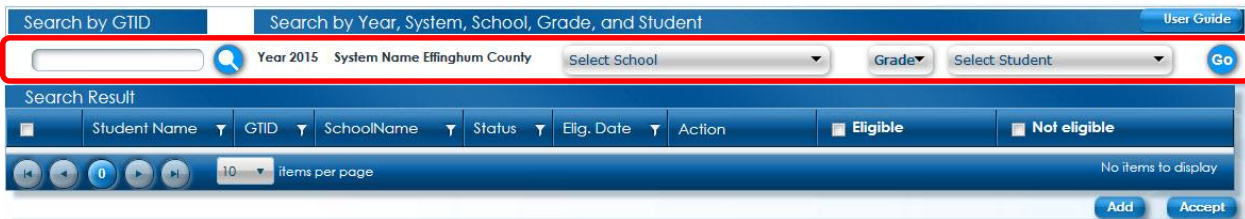
1. Log on to your Student Information System (SIS).
2. Select the Statewide Longitudinal Data System (**SLDS**) link. The SLDS main window appears.
3. Click the **Gifted** button on the tool bar menu. The **Gifted Eligibility** main window appears.

 If you are a **Non-SLDS** user a link will be provided by your school or district administrator.





Gifted Eligibility Navigation

The Gifted Eligibility toolbar serves as a launch point for entrance into the application. Use the search feature to locate a student or students in your district.



Search

- Search by Georgia Testing Identifier (GTID). When searching by GTID, use the **Search** icon  to apply your choice.
- Search by School Year.
- Search an entire school, a specific grade within a school or a specific student within a school. When using this search option you must, at a minimum, always select a school. Click the **Go** button  to apply your choice(s).

Search Results

Select	Student Name	GTID	School Name	Status	Eligibility Date	Action	Eligible	Not Eligible
<input type="checkbox"/>	Abrams Edwin	9001932457	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Abreu Adam	9000456592	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Acker Leonard	9000238911	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Adams Theo	9002497124	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Aden Adam	9002236409	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ainsworth Leigh	9003154033	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ainsworth Stacie	9001760323	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Akbar Caleb	9002236416	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Akin Reyna	9002728146	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Alaniz Loren	9000629770	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>

This figure displays the results of a search by school.



Filter Icon – Clicking this icon will enable you to have additional items displayed according to criteria such as *Is equal to*, *Starts with*, and *Contains*.



View Icon – Clicking this icon enables you to view the eligibility record for the applicable student.



Edit Icon - Clicking this icon enables you to edit the eligibility record for the applicable student.



Delete Icon - Clicking this icon enables you to delete the eligibility record for the applicable student.

Add Gifted Eligibility Information

The following steps will guide you through the process of adding assessment information to your student profile.

The screenshot shows a search interface with the following elements:

- Search by GTID: [Empty field]
- Search by Year, System, School, Grade, and Student:
 - Year: 2015
 - System Name: Effingham County
 - School: Dillon Middle School (0203)
 - Grade: 06
 - Select Student: [Dropdown menu]
 - Go: [Button]
- Search Result Table:

Select	Student Name	GTID	School Name	Status	Eligibility Date	Action	Eligible	Not Eligible
<input checked="" type="checkbox"/>	Abrams Edwin	9001932457	Dillon Middle School	New			<input type="checkbox"/>	<input type="checkbox"/>
- Navigation: 10 items per page, 1 - 1 of 1 items
- Buttons: Add, Accept

- Locate your student within the search results. Place a check in the box for the applicable student.
- Select the **Add** button.

The check boxes in the **Eligible** and **Not Eligible** columns are not functional for the Submitter role.

The **Accept** button is not functional for the Submitter role.

Student Information

You can exit a student’s profile page at any point by clicking the **exit icon** in the right corner of the page.

This is the Student Information section. Click the **Calendar icon** beside the **Eligibility Date** field to request the calendar.

The screenshot shows the Student Information section with the following details:

- Student Information header with Print, Submit, and Save buttons.
- Eligibility Date: [Calendar icon]
- Full Name: Abrams Edwin
- DOB: 07/17/2002
- Eligibility Status: New
- Student GTID: 9001932457
- School: Dillon Middle School
- Last Updated: [Empty field]

The *Eligibility Status* and *Last Updated* fields will update based on the eligibility date provided.

The form cannot be saved without an Eligibility Date.

Referred By

This is the *Referred By* section. Click on the appropriate radio button to identify the source of the student's referral.

Referred By:

Automatic
 Teacher
 Parent
 GA Reciprocity
 Other

Criteria

The Criteria section enables you to define the criteria used to determine a student's gifted eligibility. There are four criteria and each criteria has a number of assessments assigned.

Click on the drop down menu to expose the available assessments.

Criteria						
	Data Source	Date [MM/DD/YY]	Scores/Percentile	Requirement	Met Criteria	Actions
Mental Ability	<input type="button" value="Click to add assessment"/>					
Achievement	<input type="button" value="Click to add assessment"/>					
Creativity	<input type="button" value="Click to add assessment"/>					
Motivation	<input type="button" value="Click to add assessment"/>					

Select the applicable assessment.

Mental Ability	<input type="button" value="Click to add assessment"/> <ul style="list-style-type: none"> <input type="button" value="Click to add assessment"/> Cognitive Abilities Test (CogAT) - Forms 6 and 7 Differential Abilities Scales II In View Kaufman Assessment Battery for Children II Kaufman Brief Intelligence Test (K-BIT) Naglieri Nonverbal Ability Test (NNAT-2) Other Otis-Lennon School Ability Test
Achievement	
Creativity	
Motivation	

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In the figure below, the Slosson Intelligence assessment was selected for the Mental Ability criteria. Once an assessment has been selected you must complete the **Date**, **Scores/Percentile**, **Requirement**, and **Met Criteria** fields for that assessment.

Criteria						
	Data Source	Date [MM/DD/YY]	Scores/Percentile	Requirement	Met Criteria	Actions
Mental Ability	Slosson Intelligence Test	<input type="text"/>	C <input type="checkbox"/>	<input type="radio"/> 96%tile <input type="radio"/> 99	<input type="radio"/> Yes <input type="radio"/> No	
	Click to add assessment <input type="text"/>					
Achievement	Click to add assessment <input type="text"/>					
Creativity	Click to add assessment <input type="text"/>					
Motivation	Click to add assessment <input type="text"/>					

Multiple assessments can be assigned to criteria by using the drop down menu and choosing additional assessments.

Criteria						
	Data Source	Date [MM/DD/YY]	Scores/Percentile	Requirement	Met Criteria	Actions
Mental Ability	Slosson Intelligence Test	<input type="text"/>	C <input type="checkbox"/>	<input type="radio"/> 96%tile <input type="radio"/> 99	<input type="radio"/> Yes <input type="radio"/> No	
	Reynolds Individual Assessment System (RIAS)	<input type="text"/>	C <input type="checkbox"/>	<input type="radio"/> 96%tile <input type="radio"/> 99	<input type="radio"/> Yes <input type="radio"/> No	
	Click to add assessment <input type="text"/>					
Achievement	ACT - College Entrance Exam	<input type="text"/>	M <input type="checkbox"/> R <input type="checkbox"/> T <input type="checkbox"/>	<input type="radio"/> 90%tile <input type="radio"/> 90	<input type="radio"/> Yes <input type="radio"/> No	
	Click to add assessment <input type="text"/>					
Creativity	Gifted and Talented Education Scale (GATES)	<input type="text"/>	P <input type="checkbox"/>	<input type="radio"/> 90%tile <input type="radio"/> 90	<input type="radio"/> Yes <input type="radio"/> No	
	Click to add assessment <input type="text"/>					
Motivation	Gifted Evaluation Scale (GES) - Motivation Scale	<input type="text"/>	P <input type="checkbox"/>	<input type="radio"/> 90%tile <input type="radio"/> 90	<input type="radio"/> Yes <input type="radio"/> No	
	Click to add assessment <input type="text"/>					



Click this icon to unassign an assessment.



Click this icon to save an assessment and the associated values. This will not submit the information.

Eligibility Decision

The next step requires you to define eligibility. Toggle the applicable radio button.

Eligibility Decision

Student is Eligible Student is not Eligible


If you decide the student is eligible you must provide a reason for eligibility. Toggle the applicable radio button.

Eligibility Decision

Student is Eligible Student is not Eligible

- Student is Eligible through Mental ability 96-99%ile (composite only) plus achievement.(Grades 3-12)
- Student is Eligible through multiple criteria (3 of 4 categories must be YES)
- RECIPROCITY data from another GA county
- Student is Eligible At 99%(composite only) plus achievement.(Grades K-2)
- Other

Eligibility Team

To help you with adding students to Gifted Eligibility or to fill in when you're taking time off, you can add members and administrators to your team. This can be accomplished via the **Eligibility Team** section. Simply type a name into the **Administrator** or **Members** field. Click the **Add**  button.


Eligibility Team

Administrator:

Members: 

Member Name

 10 items per page No items to display

 An **Administrator** must be added for the form to be accepted.


Eligibility History

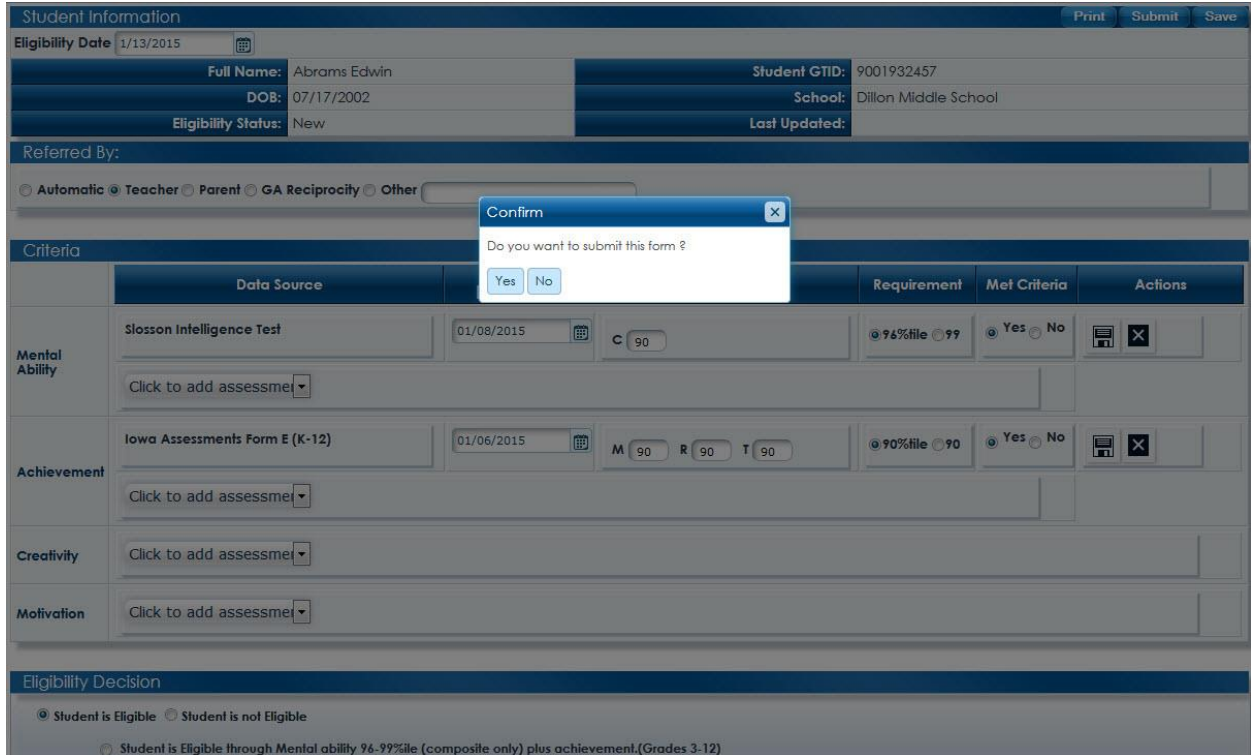
A record of a student's eligibility history in the Gifted program can be found in the **Eligibility History** section.

Eligibility History

No Record found

Submit a Form

To submit the form, click the **Submit**  button.




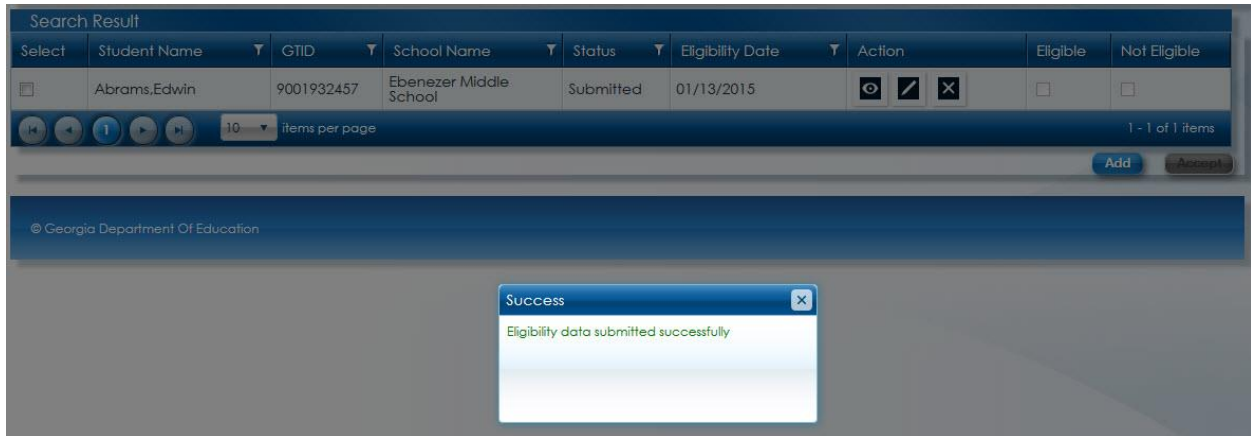
The screenshot shows the 'Student Information' form. At the top right are buttons for 'Print', 'Submit', and 'Save'. The 'Eligibility Date' is set to 1/13/2015. Student details include: Full Name: Abrams Edwin, Student GTID: 9001932457, DOB: 07/17/2002, School: Dillon Middle School, Eligibility Status: New, Last Updated: [blank].

Under 'Referred By:', there are radio buttons for Automatic, Teacher, Parent, GA Reciprocity, and Other. A 'Criteria' table is visible below:

	Data Source	Requirement	Met Criteria	Actions
Mental Ability	Slosson Intelligence Test	96%ile	99	Yes No
	Click to add assessment			
Achievement	Iowa Assessments Form E (K-12)	90	90	90
	Click to add assessment			
Creativity	Click to add assessment			
Motivation	Click to add assessment			

At the bottom, the 'Eligibility Decision' section has radio buttons for 'Student is Eligible' (selected) and 'Student is not Eligible'. A note below reads: 'Student is Eligible through Mental ability 96-99%ile (composite only) plus achievement.(Grades 3-12)'. A 'Confirm' dialog box is overlaid in the center with the text 'Do you want to submit this form?' and 'Yes' and 'No' buttons.

You will receive a **Success** prompt after submitting the form. Click the **exit icon**  to close the prompt.






The screenshot shows a 'Search Result' table with the following data:

Select	Student Name	GTID	School Name	Status	Eligibility Date	Action	Eligible	Not Eligible
<input type="checkbox"/>	Abrams, Edwin	9001932457	Ebenezer Middle School	Submitted	01/13/2015		<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a pagination control showing '10 items per page' and '1 - 1 of 1 items'. At the bottom right are 'Add' and 'Accept' buttons. A 'Success' dialog box is overlaid in the center with the text 'Eligibility data submitted successfully'.

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The record has been submitted and reflects an **Eligibility Date** and a new status of **Submitted**. The record is now ready for an Approver to decide eligibility.

Search Result									
Select	Student Name	GTID	School Name	Status	Eligibility Date	Action	Eligible	Not Eligible	
<input type="checkbox"/>	Abrams, Edwin	9001932457	Ebenezer Middle School	Submitted	01/13/2015	  	<input type="checkbox"/>	<input type="checkbox"/>	

10 items per page 1 - 1 of 1 items

[Add](#) [Accept](#)