



Gifted Eligibility

How To Create a New Form Record for a Student

 Click the Gifted Eligibility tab from the menu bar or tile (from Teacher Dashboard) to open the Gifted Eligibility main search window.



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2. Use one of the two available search features to locate a student in your school/district. If searching by GTID you will have to use the Search icon to apply your ID choice.



Search by School Year/School/Grade to create a roster of students based on your selection. Click **Select Student** drop-down to pick the name of the student from the roster list and click the **GO** button.



- 3. The name of that student will display in the Search Result window.
- Click the + (Plus) in the Action column to display a new Gifted Eligibility form.
- 5. You can now add any/all relevant information regarding this student to the Gifted Eligibility form.



Click <u>Gifted Eligibility Form</u> to learn more about this SLDS feature.