Gifted Eligibility
User Guide
Submitter Role

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“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.

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

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 \textit{Is equal to}, \textit{Starts with}, and \textit{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.

- 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 Eligibility Status and Last Updated fields will update based on the eligibility date provided.
- The form cannot be saved without an Eligibility Date.
Referral By

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

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.

Select the applicable assessment.
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.

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

- 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.

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

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.

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.
Submit a Form

To submit the form, click the Submit button.

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