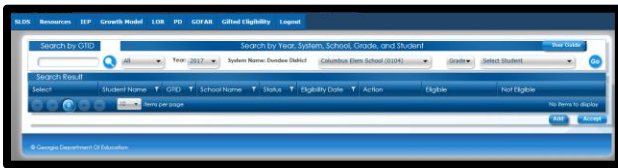


## How To Create a New Form Record for a Student

1. Click on the **Gifted Eligibility** tab to open the Gifted Eligibility main search window.

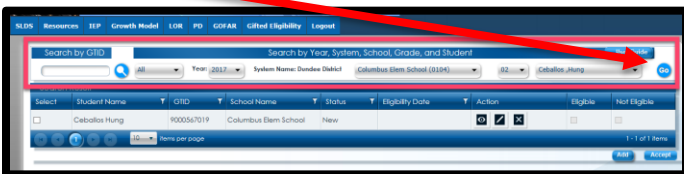


2. Use the search feature to locate a student in your school/district. If searching by GTID you will have to use the Search icon to apply your ID choice.

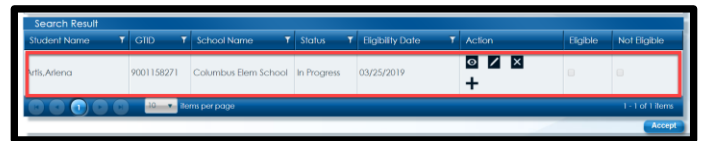


**OR**

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



4. The name of that student will display in the Search Result window.



5. Click the **+** (Plus) in the **Action** column to create a new Gifted Eligibility form. You can now add relevant assessment information regarding this student.



For more information on Gifted Eligibility click on the [User Guide](#) link.