

This communication explains how you and parents will utilize our new online "Parent Referral Form" for first look gifted eligibility testing this year. Please read this entire email message before proceeding with posting the announcement that your parent window is open.

1. This school year, our parent referral window will open from SEP 1 through SEP 30. It is a state mandate that this window be visibly advertised to your parent community. Most schools place this announcement on the front page of their school website or on a "parent" page within the school website. You may also send it in an email blast, but the advertisement needs to remain visibly posted somewhere throughout the window.
2. In this advertisement, we never send the actual referral form to all parents or send a direct link to that form to all parents. The advertisement is the initial communication that tells an interested parent how to request access to a referral form. Please copy and paste the following verbiage only to use as your advertisement:

**Gifted Testing Parent Referral Window is open SEP 1 through SEP 30** – To request a form to refer your child for gifted program eligibility testing this school year, please [Click Here](#) for a video orientation to gifted eligibility testing in addition to the location of the electronic parent referral form. Gifted eligibility testing will take place early in the spring semester this school year.

3. Post this verbiage above by Monday, AUG 31 and take it down on Thursday, OCT 1.
4. If one uses "copy/paste" on the provided advertisement, the hyperlinked text should copy and paste correctly to any other location. The actual link address is <https://www.atlantapublicschools.us/Page/21037> The provided look in #2 above is cleaner. Please test your website link after you post it.
5. During the window, OGATE will periodically email the school-specific parent responses from this link to each individual school gifted contact. After the window closes on SEP 30, a final spreadsheet of all responses will be sent from OGATE to each individual school gifted contact. The information you receive will contain: parent name and email address; student first name, last name, and current grade; date the form was submitted. A parent is instructed to submit one form for each child he or she wishes to refer for testing.
6. After SEP 30, the gifted contact will use this response information to add "parent referral" students to the school's first look roster through a process detailed later this year.

*Meleisa Pollard, Ed.S*

***Gifted and Talented Educator***

*Boyd Elementary*

*Harper Archer Elementary*

*"Creativity is intelligence having fun." ~Albert Einstein*

<http://www.atlantapublicschools.us/gifted>