

Sequim School District

HIGHLY CAPABLE PROGRAM REFERRAL INFORMATION



If you would like to refer a student for the screening process for the Highly Capable (Hi-Cap) Program, please fill out and return this form to your building secretary and/or the Highly Capable Program Coordinator. **Your referral form must be received no later than January 31. Due to time and testing constraints, referrals received after the deadline cannot be accepted.**

Identification timeline and procedure

- *December 21- January 31* – Referral forms available in building offices, district website, and Boys & Girls Club.
- *January 31* – Referral form must be received by building or district office.
- *March 1* - SIGS forms from parent(s)/guardian(s) and teachers must be received by building or district office.
- *March 1 – 20* - CogAT Testing occurs in student's building whenever possible.
- *April* – Hi-Cap Program Coordinator and Multidisciplinary Selection Committee evaluate student portfolios to identify students who qualify for Hi-Cap Program Services. Notification of results will be sent by April 30.

Appeals Process

- Parents/Guardians may appeal the District Selection Committee's decision.
- Submit a completed Appeals Form to the Highly Capable Program Coordinator with reasons for the appeal and supporting documentation within **15** school days of receiving the committee's decision (May 21).
- The appeal and all student material will be reviewed, and a decision will be made in a timely manner.
- Parents/Guardians will be notified in writing of the final decision.

Exit Procedure

- If a student wishes to exit the program, the Exit Form must be completed and turned in to building secretary and/or Highly Capable Program Coordinator.
- Student will maintain eligibility and contact with program through high school graduation.

Program Information and Options

- Students in kindergarten will have access to an accelerated and enriched education.
- Students in 1st through 5th grade will be clustered with other Highly Capable Students.
- Students in K-8 will receive additional instruction from Highly Capable Program Teacher.
- Students in 6th through 8th grade will be eligible for Honors Classes with opportunities for independent study, subject or grade acceleration.
- Students in high school will be eligible for Honors or Advanced Placement classes with opportunities for independent study, subject or grade acceleration.

If you have any questions, please contact the Highly Capable Program Coordinator.

Jodi Olson

Highly Capable Program Coordinator (360) 775-7083 / jolson@sequimschools.org

Highly Capable Program Referral and Permission Form

Please check the following boxes and complete the form below. *I would like my child to be involved in the screening/testing process for Hi-Cap services in the Sequim School District.*

- I give my permission for my child's cumulative records to be reviewed and for my child to participate in the required Board Approved testing.
- I understand that this information will remain confidential, and that test scores will be used only for the Hi-Cap identification process and will not be interpreted for any other specific purpose.
- I give my permission for my child to participate in the testing during the testing period.
- I understand that this form must be completed in its entirety in order for my child to be considered for testing.

Has your child been tested for Hi-Cap in the past? Yes, year: _____ No

Please Print Neatly

Student Name		Birthday	
School Attending		Teacher	
Home Address		Current Grade	
		Gender (circle) M F	
Home Phone		Work Phone	
Cell Phone		Other Phone	
Email			
Parent/Guardian Name(s)			
Parent/Guardian Signature		Date	

Name of Person Referring _____ Date _____

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX, and Civil Rights Compliance Coordinator: Dr. Robert Clark, rclark@sequimschools.org 503 N Sequim Ave., Sequim, WA 98382, 360-582-3262, and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3402, mduchow@sequimschools.org

El Distrito Escolar de Sequim no discrimina en ningún programa o actividad por motivos de sexo, raza, credo, religión, color, origen nacional, edad, estado de veterano o militar, orientación sexual, expresión o identidad de género, discapacidad o el uso de un guía para perros o animales de servicio y proporciona el mismo acceso a los Boy Scouts y otros grupos de jóvenes designados. Los siguientes empleados han sido designados para manejar preguntas y quejas de supuesta discriminación: Título IX, y Coordinador de Cumplimiento de los Derechos Civiles: Dr. Robert Clark, rclark@sequimschools.org 503 N Sequim Ave., Sequim, WA 98382, 360-582-3262, y para el Coordinador de la Sección 504/ADA, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3402, mduchow@sequimschools.org

Please check mark the correct indicator next to each characteristic for the child you are referring for the Highly Capable Program (REQUIRED Section).

	Always	Often	Sometimes	Seldom	Never
1. Child displays an advanced vocabulary					
2. Overwhelming curiosity					
3. Creative use of materials					
4. Vivid imagination					
5. Variety of approaches to problem solving					
6. Idealistic					
7. Perfectionist					
8. Persistent					
9. Independent/Self Motivated					
10. Heightened awareness of surroundings and expectations					
11. Leadership					
12. Highly observant					
13. Highly inquisitive					
14. Thinks through decisions more carefully than peers					
15. Comfortable with ambiguous situations or situations that have multiple correct answers					
16. Highly sensitive					
17. Thinks outside the box					
18. Curious as to how things work or why things are a certain way					

Please give examples of why you believe this student should be referred for the Highly Capable Program (REQUIRED Section).

Please return **completed** form by **January 31** to building secretary, district office or Sequim Middle School. Attn: Highly Capable Program Coordinator, Sequim Middle School 301 W Hendrickson Rd Sequim, WA 98382