Highly Capable Annual Identification Timeline
** Windows are subject to change**

Windows	Process
Early September	Referral window open for grades 1-12, students may be referred by any community member.
End of September- Beginning of October	CogAT Practice Test, Screening, Full Battery
Mid October	Multidisciplinary Team Meeting - decisions are made about identification at this meeting. Identifications are made based on the preponderance of evidence which includes but is not limited to standardized test scores, teacher and parent recommendation/ anecdotes, and work samples. Results are sent home via US Mail usually 3 days after the meeting. There is a two week appeal window following the results.
End of October/ beginning of November	*Services begin for identified students k-4
January	Referral window open for Kindergarten.
Mid January	Kindergarten Practice Test and Screening- Full battery is not given at this grade level.
Early February	Multidisciplinary Team Meeting decisions are made about identification at this meeting. Results are sent home via US Mail usually 3 days after the meeting. There is a two week appeal window following the results.
Spring	Teacher referral window- teachers make referrals for students for next fall.
Spring	Students identified in grades K-3 will receive a designation in either or both ELA and Math at the end of their 4th grade year.

*services and testing schedules will vary based on school and grade level. Please check with your child's school for more accurate information.