



**NOMINATION, TESTING AND PLACEMENT PERMISSION FORM  
HIGHLY CAPABLE STUDENTS PROGRAM (HICAP)**

Website: [www.lkstevens.wednet.edu](http://www.lkstevens.wednet.edu) Phone: (425) 335-1500

**Nomination Deadline: March 12, 2020**

**Return or mail this form and the attached Family Inventory by March 12 to:**

Educational Service Center

Attn: Chari Taber

12309 22nd ST NE

Lake Stevens, WA 98258

**NOTE: Do not return forms to your child's teacher or your school office.**

**Student Information**

Student's Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Current Grade \_\_\_\_\_

Current School Attending \_\_\_\_\_ Current Teacher \_\_\_\_\_

Factors which might affect the ability of your child to take tests: \_\_\_\_\_

**Family Information**

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

**Permission**

**I give permission to test my child to determine eligibility for participation in the HiCap program and if eligible to participate, I give permission for placement in the Lake Stevens School District HiCap Program. I acknowledge receipt of:**

- ❖ An explanation of the procedures for identification of a student for entrance into the HiCap program.
- ❖ An explanation of the appeals process.
- ❖ An explanation of the procedures to exit a student from the program.
- ❖ Information on the district's program and the options that will be available to identified students.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



**Highly Capable Students Program (HiCap)**  
**FAMILY INVENTORY FORM**  
*Of Student Learning, Motivation, Creativity*  
**Return this form and the Nomination, Testing & Placement Permission Form to:**  
 Chari Taber  
 Educational Service Center  
 12309 22<sup>nd</sup> ST NE  
 Lake Stevens, WA 98258

<b>Name of Student</b>	<b>Birthdate</b>	<b>Grade</b>	<b>Teacher</b>	<b>School</b>
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**Directions:** Please read the statements below carefully and rate your child according to the following scale. Provide only one check mark per question that best reflects your child.

- If you have **rarely** observed this characteristic
- If you have **sometimes** observed this characteristic
- If you have **often** observed this characteristic
- If you have observed this characteristic **most of the time**

<b><u>LEARNING CHARACTERISTICS</u></b> – (check only <b>ONE</b> box per question)	<b>Rarely</b>	<b>Sometimes</b>	<b>Often</b>	<b>Most of the Time</b>
1. Has unusually advanced vocabulary for age/grade. Reads advanced level books outside of school.				
2. Knows about a variety of topics beyond the usual interests of age peers.				
3. Has quick recall & mastery of information; catches on quickly.				
4. Asks many questions; tries to discover the how and why of things, asks for reasons.				
5. Has ready grasp of underlying principles. Can quickly make valid generalizations about people, events or things.				
6. Is a keen and alert observer. Usually “sees more” or “gets more” out of a story or film than others.				
7. Looks for opportunities to learn and enjoys challenge.				
8. Reasons things out and sees logical and common sense answers.				
<b><u>MOTIVATIONAL CHARACTERISTICS</u></b> – (check one box per question)	<b>Rarely</b>	<b>Sometimes</b>	<b>Often</b>	<b>Most of the Time</b>
1. Becomes involved in certain topics or problems. Is able and/or willing to concentrate on an activity or task for unusual periods of time; persistent in task completion.				
2. Does not need much drill and practice to grasp concepts.				
3. Enjoys being challenged, and looks for opportunities to learn.				
4. Has high expectations; may be critical of own efforts.				
5. Is interested in “adult” topics.				
6. Is self-assertive and may be unwilling to change ideas.				
7. Likes to organize people, things and situations.				
8. Is concerned with right and wrong, good and bad.				

9. Unwilling to accept rules without reasons.				
<b>CREATIVITY CHARACTERISTICS</b> – (check one box per question)	<b>Rarely</b>	<b>Sometimes</b>	<b>Often</b>	<b>Most of the Time</b>
1. Is curious about many things, constantly asking questions.				
2. Can think of many ideas or solutions to problems and questions. Predicts from present information.				
3. Is uninhibited in expression of opinion; tenacious.				
4. Is a high risk-taker; is adventurous and speculative.				
5. Creates stories, plays, written expression. Fantasizes, imagines & builds on ideas. Improvises with common place materials.				
6. Has a keen sense of humor.				
7. Responds emotionally to stories, events and needs of others.				
8. Demonstrates artistic appreciation and understanding. Has unusual ability in fine arts, such as painting, drama and/or music.				
9. Is individualistic and is not afraid to be different.				

*\* Modified from Renzulli Scale*

**PLEASE COMMENT BRIEFLY ON THE FOLLOWING AND PROVIDE EXAMPLES WHERE APPLICABLE:**

Child's hobbies, interests, unusual accomplishments:

Academic areas where child demonstrates excellence:

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_  
(Please Print)

**Lake Stevens School District**  
**Highly Capable Students Program (HiCap)**

*(Keep for your records)*

**Definition of Students who are Highly Capable**

In Lake Stevens School District, our goal is to meet the unique needs of all students. We recognize that highly capable students perform or show potential for performing at significantly advanced academic levels when compared to others of their age, experience, or environment. Outstanding abilities are recognized within students' general intellectual aptitude, specific academic abilities, and/or creative abilities. Highly capable students are present in kindergarten through 12<sup>th</sup> grade throughout our schools and throughout all demographic groups.

Although the learning needs of highly capable students are often met through differentiation of our regular education programs, in Lake Stevens we recognize the need to provide a K-12 continuum of special instructional opportunities for our *most* highly capable students.

**Learning Characteristics of Highly Capable Students**

Highly capable students often possess the following learning characteristics:

- 1) Capacity to learn with unusual depth of understanding, to retain what has been learned, and to transfer learning to new situations
- 2) Capacity and willingness to deal with increasing levels of abstraction and complexity earlier than their chronological peers
- 3) Creative ability to make unusual connections among ideas and concepts
- 4) Ability to learn quickly in their area(s) of intellectual strength
- 5) Capacity for intense concentration and/or focus

**Nomination Process for Highly Capable Students**

**Universal Screening**

Each fall, all first graders are provided a universal nonverbal assessment that screens for aptitude for the highly capable program. This screening takes place during the school day in each first grade classroom across the district with the goal of identifying students who should receive further testing to assess for qualification.

**Open Nominations**

Students can be referred to participate in our programs for the highly capable by parents, teachers, other staff, students, or members of the community. Parents, staff and the general

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public are notified of our nomination and identification process before any referral and testing window. This notification is published through school and district newsletters and the district's website. In addition to English, the notification is circulated in Spanish and made available in other appropriate languages.

**Assessment Process as Highly Capable Student**

Parent/legal guardian permission must be obtained in writing before we conduct any assessments to determine eligibility or placement in the HiCap program. The parent permission notice includes:

- A full explanation of the procedures for identification of a student for entrance into the HiCap program
- An explanation of the appeal process
- An explanation of the procedures to exit a student from the program
- Information on the district's program and the options that will be available to identified students

Students nominated for identification as a HiCap student will be assessed using multiple objective criteria. The information gathered will then be reviewed by a Multidisciplinary Team who will identify the most highly qualified students for inclusion in our HiCap programs. The multiple criteria used for identification includes:

- Current Academic Data
  - This may include classroom, district, and state test and assessment results, student grades and academic reports, and examples of student work.
- Parent Inventory
  - A parent completed inventory of their student's learning, motivational and creativity characteristics.
- Teacher Inventory
  - An inventory completed by the student's current teacher. This inventory will include the teachers rating and/or description of learning, motivational and creativity characteristics.
- The Cognitive Abilities Test (CogAT)
  - This test will be conducted by a teacher that has received training in the administration of the assessment. The Cognitive Abilities Test measures three separate cognitive domains to provide a perspective of a student's reasoning abilities.
    - 1) Verbal Tests – picture (verbal) analogies, picture (verbal) classification and sentence completion tasks

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- 2) Non Verbal Tests – figure matrices, paper folding and figure classification tasks
- 3) Quantitative Tests – number analogies, number puzzles, and number series

Once all of the above criteria have been assembled, the Multidisciplinary Team will review the information and assessment data to determine the final selection of the most highly capable students. The Team includes the following Lake Stevens School District professionals:

- 1) A classroom teacher
- 2) A counselor
- 3) A principal
- 4) A School Psychologist
- 5) The Director of Student Interventions
- 6) The Highly Capable Program Coordinator
- 7) Additional professionals, as needed

Based on the data and assessment results for each nominated student, the team will use professional judgment to determine which students will benefit the most from inclusion in our HiCap program. Initially, students qualify as HiCap for mathematics or/and English language arts (reading and writing), although we seek to provide challenging extension experiences for HiCap students in additional subject areas.

Families of students identified as the most highly capable will be notified in writing before the student is placed in a HiCap program. Families of nominated students that do not qualify for HiCap will also be notified in writing.

### **Appeals Process**

Parent/guardians have the right to appeal the decision of the Multidisciplinary Team by completing an appeals form. The written appeal request, along with the original data, will be reviewed by the committee. Additional testing or other information may be requested before making a decision. Parents will be informed in writing of the final decision.

To request an appeal form, please contact the Highly Capable Students Office at 12309 22<sup>nd</sup> ST NE, Lake Stevens, WA 98258, or phone (425) 335-1500.

### **Exit Criteria and Process**

Review of performance will be conducted for all students enrolled in our HiCap programs on a regular basis and at least annually. For students not meeting performance expectations, students and their parents/guardians will be notified by the classroom teacher. A written plan

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to support student success, including expectations for improved student performance, will be developed with parents and instructional and/or counseling staff. At the end of the semester, student performance will be reviewed. Should the student demonstrate improved HiCap performance expectations, he or she will continue in the HiCap program. Should the student fail to make improvements in the identified areas of the plan, parents will be notified that the student may be exited from the HiCap program. The Multidisciplinary Selection Committee will make all final decisions when exiting a student from the program and parents will be notified in writing.