

Chapter 16 Procedures and Timelines

- Step 1** **GMDE is indicated or requested**
Parent Requests a **Gifted Multidisciplinary Evaluation (GMDE)** in Writing (§16.22c) or District Screening Process indicates the student should be evaluated. (§16.21a)
- Step 2:** **Permission to Evaluate**
Permission to Evaluate is sent to the parent along with **Notice of Parental Rights** (§16.61a1,d4). This should be done within a few days of receiving a written request to evaluate from the parents.
- Step 3:** **The entire GMDE process: 60 school days**
Gifted Multidisciplinary Evaluation (GMDE) must be completed within 45 school days from the date that the Permission was received by school district. (§16.22j1)
- The **Gifted Written Report (GWR)** must be completed within 10 school days after the completion of the GMDE (§16.22j2)
- Within 5 days after its completion, a copy of the GWR shall be delivered to parents of the student. (§16.22j3)
- Step 4:** **Invitation to GIEP meeting: 10 calendar days**
Invitation to Participate in the Gifted Individualized Education Program (GIEP) meeting must be sent to the parents at least ten (10) calendar days in advance of the GIEP meeting. (§16.32d6)
- Step 5:** **GIEP Team Review of GWR: within 30 calendar days after issuance of the GWR**
The GIEP Team meets to review GWR and make a determination as to whether or not the student is gifted AND in need of specially designed instruction.(§16.1, §16.32a, §16.32g1)
- If the student is determined to be mentally gifted and in need of specially designed instruction, a GIEP will be developed at the meeting. (§16.32a)
 - If the criteria for mentally gifted have not been met or the student does not need gifted education, a Notice of Recommended Assignment (NORA) will document the decision. (§16.61d1)
- Step 6:** **GIEP Implementation: 10 school days**
The GIEP must be implemented no more than 10 school days after it is signed or at the start of the following school year if completed less than 30 days before the last day of scheduled classes. (§16.32g2)

Step 7: NORA: 5 calendar days

A NORA must be presented to parents either in person at the GIEP conference or by certified mail within 5 calendar days after the completion of the GIEP conference. (§16.62.4)

Step 8: Parent Approval: 10 calendar days

Parents have 10 calendar days to respond to a NORA sent by mail or 5 calendar days to a NORA presented in person at the GIEP conference. If the parents receive the notice in person and approve within 5 calendar days, the district may not implement the GIEP for at least 5 calendar days. Parents may waive the 5-calendar days restriction.

Re-evaluations are required only before a change in placement. Examples of times re-evaluations need to be done:

- Significant new information is needed to properly serve the student
- Consideration is being given to terminating gifted services
- There is a sudden deterioration of the student's work
- A hearing officer or judicial decision orders a re-evaluation
- The GIEP teams requests the re-evaluation