

12	Gifted and Talented Records Transfer for Student new to District		
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Description	As new students are enrolled in the school, the process referenced below should be followed to ensure that if a student has been identified as Gifted and Talented in a previous district, their Gifted and Talented records are imported to the student’s new district.		
Data Standard Reg sites, data use, etc.	<ul style="list-style-type: none"> • <u>Student identification</u> - identifying students and being able to track students as they transfer from one district or another is important for tracking a student’s progress. • <u>Student Records Transfer</u> - the locator function allows Kentucky districts to transfer education records with the students. This helps teachers see the student’s background to better meet the student’s educational needs. • <u>Prevents Duplicate Students</u> – failure to link prior education records to a new enrollment creates duplicate students in Infinite Campus. Fixing these duplicates is much more difficult than setting the student up correctly initially; there can also be costs associated with the clean-up. • Programs for the Gifted and Talented 704 KAR 3:285 		
How is data used	<ul style="list-style-type: none"> • National Reporting • State Reporting • School District Funding • Data sharing between systems: CIITS; P20 		
Noted Changes for current year	None		
Available Ad-Hoc & Reports	None		
Available Training	Campus Community –Gifted and Talented (KY) WebEx on the Gifted Webpage on the Kentucky Department of Education website		
12A	Records Transfer		
Campus Path:	Process Inbox/Transfer Released link		
<p>These directions are for the person who is responsible for enrolling new students. The responsible person will receive a notice in the Process Inbox in Infinite Campus that there are records for the new student. The Process Inbox is located on the home screen when the user logs in. To return to the home screen from another location, click on the user name at the top of the Index.</p> <p>Step 1: Click on the “Transfer Released” link next to the student’s name.</p>			

Data Standard – Gifted and Talented Records Transfer for Student New to District

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes items like System Administrator, Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Programs, Ad Hoc Reporting, Transcripts, and User Communication. The main content area has sections for District Notices, School Notices, and Process Inbox. The Process Inbox section includes a search bar with 'Date Range' and 'to' fields, a 'Display' dropdown set to 'All Processes', and a 'Find Messages' button. Below this is a 'Delete Selected Messages' button and a table. The table has columns for 'Process', 'Name', 'Posted Date', and 'Due Date'. A row is visible with 'Records Transfer' in the 'Process' column and 'Transfer Released' in the 'Name' column. The 'Transfer Released' link is highlighted with a red box.

Process	Name	Posted Date	Due Date
Records Transfer	Transfer Released	08/15/2012	

Step 2: Click on the *KY State Reporting Import Wizard*, the user will need to import all records including Gifted & Talented records from this wizard.

The screenshot shows a section titled 'Status: Records released.' with two columns: 'Transfer Documents' and 'Data imports'. The 'Transfer Documents' column lists various document types like Transcript, Census Contact Summary, Extended Census Summary, Enrollment History, Schedule, Attendance Period Detail, Assessment Summary, Behavior Summary, Health Condition Summary, Health Screening Summary, and Health Immunization Summary. The 'Data imports' column lists various import wizards like Transcript Import Wizard, Extended Census Import Wizard, Enrollment History Import Wizard, Assessment Import Wizard, Immunization Import Wizard, Health Condition Import Wizard, Health Screening Import Wizard, IEP Import Wizard, Special Ed Evaluation Import Wizard, Special Ed Documents Import Wizard, PLP Import Wizard, and PLP Documents Import Wizard. The 'KY State Reporting Import Wizard' link is highlighted with a red box.

After clicking on the *KY State Reporting Import Wizard*, you will see a screen similar to the one shown below if the student has been previously identified as Gifted & Talented.

Data Standard – Gifted and Talented Records Transfer for Student New to District

Gifted & Talented Status

***Gifted Category** 05: Specific Academic Aptitude-Math ***Year Identified** 2007 ***Start Date** 08/01/2007 **End Date**

Gifted Declined Services Gifted Underachieving

Service Delivery Options:

Various Acceleration Options

Early exit from Primary Grade skipping Subject Area Higher Grade Level

Dual Enrollment Courses Dual Credit Courses Early exit from high school

Advanced Placement and Honors Courses

Collaborative Teaching and Consultation Services

Special Counseling Services

Differentiated study experiences in the classroom

Differentiated individual study Differentiated for Cluster groups

Distance learning

KVHS courses Video courses Other online course

Enrichment services (school day)

Independent study

Mentorships

Resources services

Pull-out setting Appropriate instructional setting Consortium

Seminars

Travel study options

Special schools, 4-12

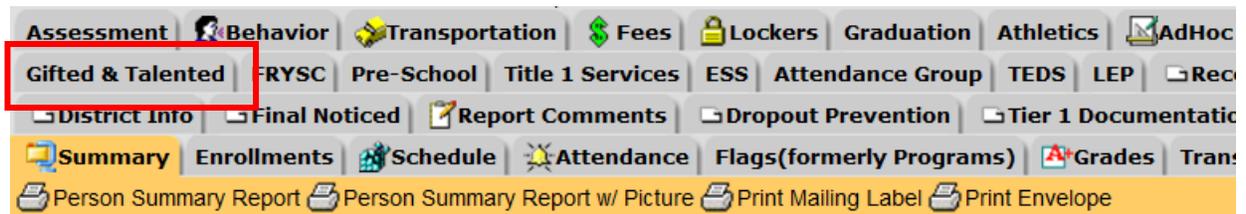
Self-contained classrooms, 4-12

Attendance Transferred Summary From Last Enrolled District

Present	Absences	Unexcused Absences	Excused Absences
86.00	2.0	0.0	2.0
Tardies	Unexcused Tardies	Excused Tardies	
1	1	0	
Absent Events Unexcused	Absent Events Excused		
0	2		
EHO Absence	AFD Absence	AFR Absence	ATA Absence
0.00	0.00	0.00	0.00

Save

Step 3: Click "Save" to import the Gifted and Talented (GT) data into the student's Gifted & Talented tab. (Note: all other State Reported data displayed on the import wizard screen will also be saved to the student's record.)



Step 4: Confirm that the GT data imported correctly to the Gifted & Talented tab found under Student Information>General.

Step 5: Notify the GT Coordinator so they can review the student’s GT record. The services in the record should be reviewed and changed if the services from the previous district are not offered in the student’s new (current) district.

Step 6: The GT Coordinator should notify all personnel who work with the student so appropriate services can be offered to the student and a Gifted Student Service Plan (GSSP) can be created. The GSSP should then be given to the parents/guardian, notifying them of the services being offered to the student.