SEARCH
September/Beginning of Year ‘To-Do’ List

Administrative Tasks

☐ Get class rosters from office – create FUTURA attendance, observation spreadsheet and 3rd grade eligibility list
☐ Check on any non-instructional additional duties assigned to you
☐ Create SEARCH schedule or, if you are included in the Master Schedule, check to see that there are no conflicts; provide teachers with finalized schedule of what dates & times if not in Master Schedule
☐ Send master schedule to school & District office
☐ Check SEARCH webpage to make sure information is updated (add September newsletter when it’s available)
☐ Check supply list against supplies received send to Deb Vesped
☐ Calendar: Fill in A/B weeks, holidays, planning days, SEARCH meetings, eligibility deadlines, faculty meetings, moveable Mondays etc.
☐ Create observation spreadsheets
☐ Type & distribute list of DCI students to teachers, office if applicable
☐ Create and keep a folder of parent communication related to eligibility
☐ ___________________________________________

What SEARCH Teacher do for FUTURA

☐ Print list of FUTURA students from District office
  • Type list for 4th & 5th grade teachers & office (include homework policy & FUTURA attendance dates)
  • Provide list to school nurse (to determine if epipen, inhaler, medication needs to be sent to FUTURA school) – determine who will copy & send emergency cards to FUTURA site
  • Create FUTURA bus attendance
☐ Make copy of permission forms to send to FUTURA site
☐ Collect permission forms (not already turned in during the previous year)
☐ File permission forms & white eligibility forms in cumulative folder
☐ Send pink copies of eligibility forms (for those in FUTURA) to District office
☐ Contact FUTURA teacher to schedule school visit before FUTURA starts, confirm FUTURA dates
☐ ___________________________________________
### September cont.

#### Identification

- ☐ Get list of 3rd graders new to LCPS
- ☐ Get list of 4th & 5th grade transfer students – review cumulative files
- ☐ Create 3rd grade eligibility spreadsheet (Name, student ID, teacher, CogAT scores, space for NNAT score)
- ☐ Give 3rd-5th grade teachers folders/accordion files for collecting work
- ☐ Check with third grade teachers for testing accommodations as it relates to the administering of the NNAT2

#### SEARCH instruction

- ☐ Map out lessons for the year – plug in all required portfolio & growth lessons
- ☐ Share information about SEARCH with new classroom teachers

#### Committee Participation

- ☐ Follow through with District level gifted committee responsibilities
- ☐
- ☐
- ☐
- ☐
# SEARCH
October ‘To-Do’ List

## Administrative Tasks

- [ ] Work with teachers to make up any lessons to ensure that all classes the required number of lesson by the end of the year.
- [ ] Check transfer students for previous NNAT scores
- [ ] Continue to keep a folder of parent communication related to eligibility
- [ ] Update webpage newsletter information
- [ ] _________________________________

## FUTURA

- [ ] Continue open communication with FUTURA center
- [ ] _________________________________

## Identification

- [ ] Identify students who have NNAT scores and will NOT take the NNAT2
- [ ] Check with third grade teachers/Special Ed staff for testing accommodations as it relates to the administering of the NNAT2
- [ ] Request additional NNAT copies from district office for students who need to write in the booklet
- [ ] Send out NNAT letter to parents of third graders during week prior to administration
- [ ] NNAT2 may only be given during announced cycle. Do NOT give the test early!
- [ ] _________________________________

## SEARCH instruction

- [ ] Map out/adjust lessons for the year – plug in all required portfolio & DCI/growth lessons
- [ ] _________________________________

## Committee Participation

- [ ]
## SEARCH
### November ‘To-Do’ List

### Administrative Tasks
- [ ] Work with teachers to ensure that all classes have the required number by the end of the year.
- [ ] Update class observation spreadsheets following SEARCH lessons
- [ ] Check transfer students for previous NNAT scores
- [ ] Continue to keep a folder of parent communication related to eligibility
- [ ] Update webpage newsletter information

### FUTURA
- [ ] Continue open communication with FUTURA center

### Identification
- [ ] Use (update when necessary) list of 3rd graders new to LCPS to help determine those who have NNAT and CogAT scores
- [ ] Continue ongoing identification procedures for students referred
- [ ] Prepare any necessary portfolio work to bring to Divisional meeting

### SEARCH instruction
- [ ] Map out/adjust lessons for the year – plug in all required portfolio & DCI/growth lessons
- [ ] Attend SEARCH Share meeting to learn about new lessons and gather information about profile lesson details
- [ ] Administer the appropriate 3rd grade profile lesson during assigned lesson cycle
## November cont.

### Committee Participation

- [ ] Follow through with District level gifted committee responsibilities
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- 

...
# SEARCH
## December ‘To-Do’ List

### Administrative Tasks
- Update class observation spreadsheets following SEARCH lessons
- Continue to keep a folder of parent communication related to eligibility
- Update webpage newsletter information
- ____________________________________________________________

### FUTURA
- Continue open communication with FUTURA center
- Arrange with FUTURA center about any students recently identified as eligible who will begin attendance in January
- ____________________________________________________________

### Identification
- Use (update when necessary) list of 3rd graders new to LCPS to help determine those who have NNAT and CogAT scores
- Ensure that NNAT scores spreadsheet and Triplicates from the November Profile Reading is sent to District office by deadline
- Prepare any necessary portfolio work to bring to Divisional meeting
- ____________________________________________________________

### SEARCH instruction
- Attend SEARCH Share meeting to learn about new lessons and gather information about profile lesson details
- Administer the appropriate third grade profile lesson during assigned cycle
- ____________________________________________________________
Committee Participation

- Follow through with District level gifted committee responsibilities
- ___________________________________________________________________________
- ___________________________________________________________________________
- ___________________________________________________________________________
- ___________________________________________________________________________
## SEARCH
### January ‘To-Do’ List

### Administrative Tasks
- Update class observation spreadsheets following SEARCH lessons
- Continue to keep a folder of parent communication related to eligibility
- Update webpage newsletter information
- Sign up to help at one of the Gifted Information Nights held in January/February.
- Post Gifted Information Night flyer at your school & on your webpage.

### FUTURA
- Continue open communication with FUTURA center
- Arrange with FUTURA center about any students recently identified as eligible. Follow current Referral Timeline chart for appropriate time that services begin.

### Identification
- Use (update when necessary) list of 3rd graders new to LCPS to help determine those who have NNAT and CogAT scores. Input that data onto the EOY Spreadsheet.
- Continue ongoing identification procedures for students referred.
- Ensure that NNAT notification letters are given to appropriate third grade teachers to send home with the second quarter report cards.
- Prepare any necessary portfolio work to bring to Divisional meeting
January cont.

<table>
<thead>
<tr>
<th>SEARCH Instruction</th>
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<tbody>
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SEARCH
February ‘To-Do’ List

Administrative Tasks

☐ Update class observation spreadsheets following SEARCH lessons
☐ Continue to keep a folder of parent communication related to eligibility
☐ Update webpage newsletter information
☐ Make copies of 2nd grade Cogat Scores before they go out to parents or speak with testing administrator about getting a class list of Cogat results from your school.

FUTURA

☐ Continue open communication with FUTURA center
☐ Arrange with FUTURA center about any students recently identified as eligible. Follow current year Referral Timeline chart for appropriate time that services begin.

Identification

☐ Use (update when necessary) list of 3rd graders new to LCPS to help determine those who have NNAT and CogAT scores. Input that data onto the Eligibility Spreadsheet.
☐ Determine if any NEW third students to LCPS without CogAT scores will be a parent referral. If so, then set up CogAT testing for those students.
☐ Continue ongoing identification procedures for students referred.
☐ Ensure that District screening pool notification letters for third graders are sent out at appropriate time.
☐ Prepare any necessary portfolio work to bring to Divisional meeting.

SEARCH instruction

☐ Continue to map out/adjust lessons for the year – plug in all required portfolio & DCI/growth lessons
☐ Attend SEARCH Share meeting to learn about new lessons and gather information about profile lesson details
☐ Administer the appropriate profile lessons for third grade students.
**SEARCH**  
**March ‘To-Do’ List**

### Administrative Tasks

- □ Plan ahead for Profile week for make-up lessons
- □ Update class observation spreadsheets following SEARCH lessons
- □ Continue to keep a folder of parent communication related to eligibility
- □ Update webpage newsletter information
- □ __________________________________________________________

### FUTURA

- □ Continue open communication with FUTURA center
- □ Arrange with FUTURA center about any students recently identified as eligible. Follow current year Referral Timeline chart for appropriate time that services begin.
- □ __________________________________________________________

### Identification

- □ Use (update when necessary) list of 3rd graders new to LCPS to help determine those who have NNAT and CogAT scores. Input that data onto the Eligibility Spreadsheet.
- □ Determine if any NEW third students to LCPS without CogAT scores will be a parent referral. If so, then set up CogAT testing for those students.
- □ Continue ongoing identification procedures for students referred.
- □ Ensure that third grade spreadsheet is sent to the district gifted office when appropriate.
- □ Adhere to the district referral deadline on the current SEARCH District Calendar.
- □ Prepare any necessary portfolio work to bring to Profile Reading Week.
- □ __________________________________________________________
March cont.

**SEARCH instruction**

- Continue to map out/adjust lessons for the year – plug in all required portfolio & DCI/growth lessons
- Attend SEARCH Share meeting to learn about new lessons and gather information about profile lesson details
- Administer the appropriate profile lessons for third grade students.

**Committee Participation**

- Follow through with District level gifted committee responsibilities
# SEARCH
## April ‘To-Do’ List

### Administrative Tasks
- [ ] Continue to keep a folder of parent communication related to eligibility
- [ ] Update webpage newsletter information
- [ ] ________________________________

### FUTURA
- [ ] Continue open communication with FUTURA center
- [ ] Arrange with FUTURA center about any students recently identified as eligible. Follow current year Referral Timeline chart for appropriate time that services begin.
- [ ] ________________________________

### Identification
- [ ] Continue ongoing identification procedures for students referred.
- [ ] Ensure that third grade triplicates are ready and sent to the district gifted office when due.
- [ ] Prepare any necessary portfolio work to bring to Divisional meeting.
- [ ] Update EOY spreadsheet
- [ ] ________________________________

### SEARCH instruction
- [ ] Continue to map out/adjust lessons for the year – plug in all required portfolio & DCI/growth lessons
- [ ] Attend SEARCH Share meeting to learn about new lessons and gather information about profile lesson details
- [ ] Administer the appropriate profile lessons for third grade students.
- [ ] ________________________________
April cont.

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# SEARCH

## May ‘To-Do’ List

### Administrative Tasks
- [ ] Continue to keep a folder of parent communication related to eligibility
- [ ] Update webpage newsletter information
- [ ] _________ __________________________ ____________________________

### FUTURA
- [ ] Continue open communication with FUTURA center.
- [ ] _________ __________________________ ____________________________

### Identification
- [ ] Use (update when necessary) list of 3rd graders new to LCPS to help determine those who have NNAT and CogAT scores. Input that data onto the Eligibility Spreadsheet.
- [ ] Continue ongoing identification procedures for students referred, paying close attention to the windows listed on the identification timeline.
- [ ] _________ __________________________ ____________________________

### SEARCH instruction
- [ ] Continue to map out/adjust lessons for the year – plug in all required portfolio & DCI/growth lessons
- [ ] Attend SEARCH Share meeting to learn about new lessons and gather information about profile lesson details
- [ ] _________ __________________________ ____________________________

### Committee Participation
- [ ] Follow through with District level gifted committee responsibilities
- [ ] _________ __________________________ ____________________________
- [ ] _________ __________________________ ____________________________
- [ ] _________ __________________________ ____________________________
### Administrative Tasks

- [ ] Work with teachers to make up any lessons if necessary
- [ ] Update class observation spreadsheets following SEARCH lessons.
- [ ] Continue to keep a folder of parent communication related to eligibility.
- [ ] Update webpage newsletter information.
- [ ] Check all manipulatives to ensure that any missing pieces are noted before next fall.
- [ ] **Only** student work of students promoted to middle school may be shredded. This includes growth lessons, DCI lessons, profile lessons.
- [ ] Send any NNAT or CogAT scored answer documents (to include Sped written in booklets) to the district office to be shredded.
- [ ] Organize growth/DCI lessons from grade levels to store.
- [ ] Follow school administrative guidelines for end of year shut down.

### FUTURA

- [ ] Continue open communication with FUTURA center, to include final day of student attendance and any conflict with end of year events.
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<td>□ Ensure that Eligibility Spreadsheet for all third, fourth and fifth grade referred students are updated and sent to the district office by due date.</td>
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<tr>
<td>□ Gather student portfolios to be viewed by parents requesting conference before possible appeal. Ensure that seals have been placed on all student work received from the district screening committee prior to parent conference.</td>
</tr>
<tr>
<td>□ Send pink triplicates back to district office once parent permission is received for eligible students. Staple white triplicate to permission and place into the cumulative files. Place pink triplicates of ineligible students into cumulative folders.</td>
</tr>
<tr>
<td>□ Check that all NNAT testing labels have been placed onto each student’s testing card.</td>
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<tr>
<td>□ Ensure that all profile folders from current year students are stored (unless eligible to be shredded- see above).</td>
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<tr>
<td>□ Organize any student work from student referred after spring deadline to be finalized in fall.</td>
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