Procedure for Whole Grade or Subject Acceleration
Olmsted Falls City Schools

Step 1  Acceleration referral form (Form 1) is completed and turned in to the Gifted Intervention Specialist or Gifted Coordinator. Date received is noted; the Acceleration Committee must complete the process within 45 days of receiving the referral.

Step 2  Gifted Intervention Specialist/Coordinator gathers information to share with the committee:

- Referral Form, with signature allowing any necessary testing (Form 1)
- Teacher Rating Form (Form 2)
- Student Interview (Form 3)
- Additional test data if needed (for scores that are more than 24 months old on nationally normed and state approved instruments of:
  - Ability
  - Achievement/Criterion Referenced Assessments
  - and Aptitude

Step 3  A meeting is scheduled to discuss the appropriateness of acceleration for the student. The participants in the meeting may include:

- *The Gifted Intervention Specialist
- The Gifted Coordinator
- A current classroom teacher or team member
- *A teacher at the grade level to which the student may be accelerated.
- *Parent or guardian of the referred student
- *Building administrator
- Guidance Counselor
- Director of Student Services

* Indicates required participant

Step 4  A decision is made regarding acceleration. If appropriate the committee develops a Written Acceleration Plan (WAP) that specifies placement, transition strategies, and an appropriate transition period.

Step 5  Written notification of the Acceleration Committee’s recommendations is distributed to summarize the committee’s decision within 30 days of the completion of all evaluations.

Note: The complete Iowa Acceleration Scales process will be completed for students in the process of whole grade acceleration or early entrance to kindergarten or first grade.