A TIMELINE FOR COORDINATORS

** Dates determined based on District's testing schedule

Whole Grade Testing/Grade Levels Determine Re-testing Schedule	Referral Opportunities (At least twice per year) Accelerations	Professional Development VPA Nomination and Evaluations	Send Gifted ID Letters No Service Letters

Month	Requirement	Best Practices
August	Review *District Gifted Identification Plan and Gifted Education Policy* Review *Operating Standards for Identifying and Serving Students Who are Gifted* *Ohio Revised Code 3324.01-.07 & Ohio Administrative Code 3301-51-15*	Confirm OAGC and Coordinator Division Membership is up-to-date Meet new staff members; Work with family advocacy group (if applicable) to establish meeting schedule Update Gifted ID/Plan section of district website
September	*Written Education Plans* developed and implemented (on-going) Work with appropriate personnel to establish current year *High Quality Professional Development (HQPD)* programming	Work with *EMIS Coordinator* to insure timely reporting for staff and student information, including accelerated students and gifted contact information in OEDS (Ohio Education Directory System) Work with *District Test Coordinator,* building psychologists (or other appropriate personnel) regarding whole-grade and individual *testing schedule*** On-going *High Quality Professional Development (HQPD)* Help seniors with college applications as needed
October	Review School *Districts' Expenditures for Gifted* published on ODE website **EMIS: Initial Staff and Student Collection records due	Review district/building report card data; establish plans for improvement Attend *OAGC Fall Conference*; submit membership dues if needed On-going *High Quality Professional Development (HQPD)* *WEP Notifications* to parents/guardians for signature
November		Attend *NAGC Fall Conference*
December	Dec. 1: *District Plan and Policy* completed and uploaded to account in OH|ID **EMIS: Updated Staff and Student Collection records due	Attend *OAGC Coordinator Division's Coordinator Conference* Work with guidance department regarding PSAT scores and communicating with families On-going *High Quality Professional Development (HQPD)*
January		Begin collecting data for the *Gifted Self-Report* Work with appropriate personnel regarding *Early Entrance to Kindergarten* procedures; publicize Mid-year review and revision of Written Education Plans On-going *High Quality Professional Development (HQPD)*
February		After district report card data analysis, revise (as needed) *District Identification & Service Plan* for next year Monitor *summer opportunities* for students and disseminate information Attend and/or send staff to *OAGC Teacher Academy* On-going *High Quality Professional Development (HQPD)*
March	March 31: Identification date deadline for *EMIS* reporting- current school year service	On-going *High Quality Professional Development (HQPD)*
April	Review *District Plan and Policy* revisions approved by ODE	Work with building administrators regarding cluster-group recommendations or self-contained *classroom rosters* On-going *High Quality Professional Development (HQPD)*
May	Teacher *HQPD hours completed* by last teacher work day	Examine current *budget* and determine budget needs for next year (e.g., updated assessments)
June/July	Reporting of the district's expenditures for identification of and services provided to the gifted ss (check with Treasurer's Dept.) *Gifted Self-Report* submission deadline (OH|ID Portal Account - Compliance) *EMIS*: Final Staff and Student Collection records due	Depending on assessment schedule, submit assessment purchase orders Look for ODE guidance on submission and deadline for *Gifted Self-Report*