

**WAILUKU ELEMENTARY PLANNING FOR  
NOMINATION, SCREENING, SELECTION, AND  
PLACEMENT OF THE GIFTED AND TALENTED  
FOR LEADERSHIP – STUDENT COUNCIL  
SY 2020-21**

Date	Activity	Tasks	Materials Needed	Person Responsible
NOV 2020	Staff informed of identification activities prior to the open identification period	<ul style="list-style-type: none"> <li>● Develop internal memo or secure time at a faculty meeting</li> </ul>	Timeline of activities & expectations of participants	Lindsay Alexander
NOV 2020 DUE: NOV 16, 2020	Nomination materials disseminated to teachers and others with specified due date: November 16, 2020	<ul style="list-style-type: none"> <li>● Prepare nomination packets</li> <li>● Prepare a list of names of students already identified and participating in the program</li> </ul>	Nomination materials for the various groups submitting nominations; list of students for teachers' packets	Lindsay Alexander
NOV 16, 2020	Implementation of screening phase: Student Government Elections on November 16, 2020	<ul style="list-style-type: none"> <li>● Organize nominations for gathering data</li> <li>● Send letters to parents/guardians</li> <li>● Disseminate forms and instruments related to gathering data on nominated students to appropriate personnel</li> <li>● Administer tests, if necessary</li> </ul>	Matrix, letters, rating scales, supplemental checklists, and testing instruments	Lindsay Alexander
APR/ MAY 2021	Appointment of Student Government advisors.			Principal or designee
APR 2021	Student data is organized for selection committee	<ul style="list-style-type: none"> <li>● Plot data on matrix</li> <li>● Code student data materials</li> <li>● Prepare master list</li> </ul>	Matrix and scores from assessments	Lindsay Alexander & Jill Schwindler

MAY 2021	Selection committee convenes and submits report to principal/designee with names of students recommended for the program	<ul style="list-style-type: none"> <li>● Review student data and make recommendations for placement or non-placement at this time</li> <li>● Recommend alternative program/ instructional emphasis where appropriate</li> </ul>	Student data packets	Lindsay Alexander & Jill Schwindler
MAY 2021	Principal/designee approves/revises list and places selected students into the program	<ul style="list-style-type: none"> <li>● Send letters of acceptance or non-acceptance to parents/guardians</li> <li>● Obtain permission from parents/ guardians for selected students to participate in the program</li> <li>● Place selected students into program upon receipt of parent/ guardian approval</li> </ul>	Acceptance letter with request for parent/guardian approval for participation in the program and regret letters	Lindsay Alexander & Jill Schwindler