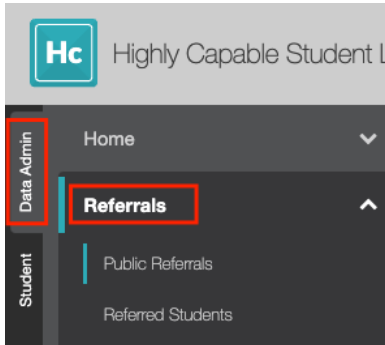


Highly Capable Data Admin Referrals

Start by navigating to **Referrals** in the left navigation menu. There are two (2) referral tables.

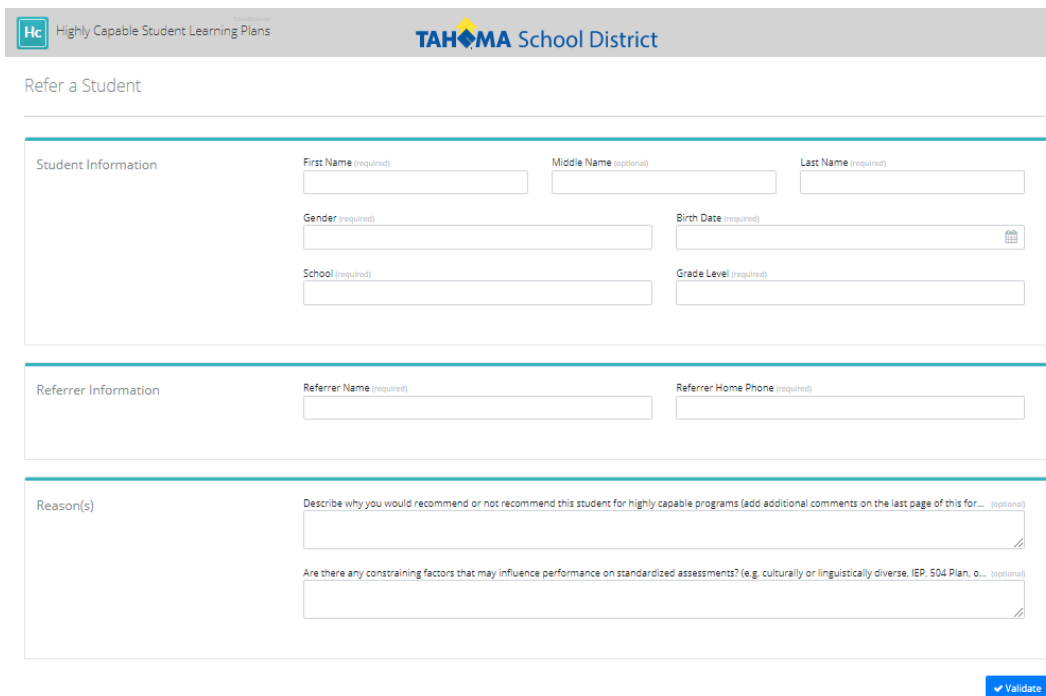


Public Referrals

Public referrals may be entered via an unauthenticated form that any user can access:
[\[yourdistrictname\].net/v2/highly-capable-student-plans/#/public/refer-student](#).

Any individual can submit a referral. The form asks for information that will help identify the student.

- **Student Information:** First, Middle and Last Name, Gender, Birth Date, School, Grade Level,
- **Referrer Information:** Name and Phone Number
- **Reason(s)**


 A screenshot of a web form titled 'Refer a Student'. The form is divided into three main sections:

- Student Information:** Contains input fields for 'First Name (required)', 'Middle Name (optional)', 'Last Name (required)', 'Gender (required)', 'Birth Date (required)' (with a calendar icon), 'School (required)', and 'Grade Level (required)'.
- Referrer Information:** Contains input fields for 'Referrer Name (required)' and 'Referrer Home Phone (required)'.
- Reason(s):** Contains two text areas. The first is labeled 'Describe why you would recommend or not recommend this student for highly capable programs (add additional comments on the last page of this for... (optional))'. The second is labeled 'Are there any constraining factors that may influence performance on standardized assessments? (e.g. culturally or linguistically diverse, IEP, 504 Plan, etc... (optional))'. A blue 'Validate' button is located at the bottom right of the form.

Columns:

<ul style="list-style-type: none"> • First, Middle, and Last Name • Gender • School • Grade Level • Birth Date 	<ul style="list-style-type: none"> • Referrer Name • Referrer Phone • Recommendation Reasons • Constraining Factors • Referrer Email Address • Validated.
---	---

Use the **column filters** provided to filter or sort as needed.

DATA ADMIN
Public Referrals

HiCap Data Admin Public Referrals (22 records) Filtered

First Name	Middle Name	Last Name	Gender	School	Grade Level	Birth Date	Referrer Name	Referrer Phone	Recommendation	Constraining Factors	Referrer Email Address	Validated
Austin	J	McGoldrick	M	DSAF	9	2022-02-01	SDAF	5093197...	SAF	SADF		No

Students may be **Validated** or **Dismissed** by clicking on the **Row Actions & Options Gear** at the end of each student row.

Recommendation	Constraining Factors	Referrer Email Address	Validated
SAF	SADF		No
austinmc...		austinmc...	
sfasdf	sdfadsadf	austinmc...	
becuase	nope	mememe...	

Row Actions & Options

- Validate Referral
- Dismiss Referral

In addition, the table may be **downloaded** by clicking the **container action gear** in the top right corner.

7 Filtered

Data Table Actions & Options

Data Table Actions & Options

Display Options

Display as: Table Columns

Text Lines Per Row: 1 text line

Show Pagination Controls

Columns / Properties

- First Name
- Middle Name
- Last Name
- Gender
- School
- Grade Level

Filtering

Filter Form

- Show Quick Filters
- Quick Filter Form

Grouping/Arrangement

Arrange Columns

Order Rows

Grid Actions

- Download Data**

ACTIONS

Refresh Data Table

Referred Students

Students included in this list have been referred either by a parent, an educator or through another district process.

<ul style="list-style-type: none"> • First and Last Name • SSID • Other ID • Manage Referred Student 	SCHOOL ENROLLMENTS <ul style="list-style-type: none"> • School, Year • Grade Level • Current Hi-Cap Enrollment 	DEMOGRAPHICS <ul style="list-style-type: none"> • Gender • Federal Race • Ethnicity
REFERRAL STATUS <ul style="list-style-type: none"> • How Referred • Referred Date • Notes • Prior Year 	ASSESSMENT RESULTS <ul style="list-style-type: none"> • Screener Score • Qualifier Score 	PROGRAM STATUS <ul style="list-style-type: none"> • Recommended for Qualifier • Parent Permission to Assess • Recommended to Committee • Enrollment Recommendation • Parent Accepted • Plan

Using the **column filters** provided, students can be monitored through the referral process.

Click **Managed Referred Student** to open the student plan.

DATA ADMIN
Referred Students

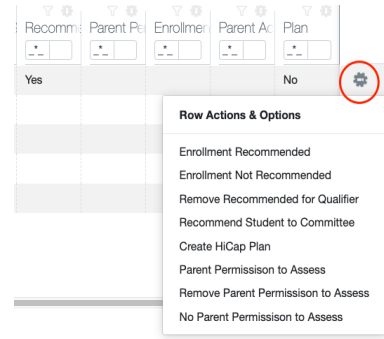
instructions

HiCap - Referred Students (81 records) Filtered

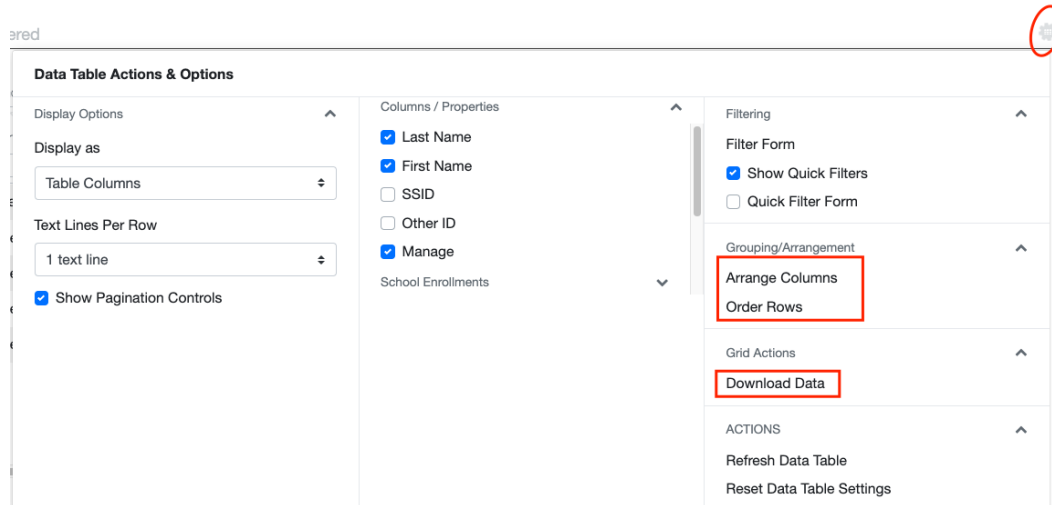
Last Name			School Enrollments				Demographics			Referral Status			Assessment	
Last Name	First Name	Manage	School	School Year	Grade Level	Current Hi-Cap	Gender	Federal Race	Ethnicity	How Referred	Referred	Notes	Prior Year	Screener
* Karlee		Manag...	Forest ...	2023/24	4th Gr...	Yes	F	White	White	Referre...	Octob...		No	
Spjut*	Nate	Manag...	Silver ...	2023/24	6th Gr...	No	M	White	White		Octob...		No	
* Shaan...		Manag...	Silver ...	2023/24	6th Gr...	No	M	White	White		Octob...		No	
Carmel*	Ainsley	Manag...	Silver ...	2023/24	6th Gr...	No	F	White	White		Octob...		No	

The **Row Actions & Options Gear** at the end of each student row allows for many other options.

- Enrollment recommended
- Enrollment Not Recommended
- Remove Recommended for Qualifier
- Recommend Student to Committee
- Create HiCap Plan
- Parent Permission to Assess
- Remove Parent Permission to Assess
- No Parent Permission to Assess



In addition, the table may be **downloaded**, and columns may be arranged or toggled on/off by clicking the container action gear in the top right corner and then selecting **Arrange Columns**.



A pop-over window will appear to **Arrange Columns**; select your preferences and click **Apply**. **Note:** The arrangement options only affect this interface and are not honored in downloads.

Arrange Columns ⚙️ Apply ✕

The Arrangement options provided below only affect this interface and are not honored in downloads

1 Default Category

1.1 Last Name Contains

1.2 First Name Contains

1.3 SSID

1.4 Other ID

1.5 Manage Contains

2 School Enrollments

2.1 School

2.2 School Year

2.3 Grade Level

2.4 Current Hi Cap Enrollment Contains