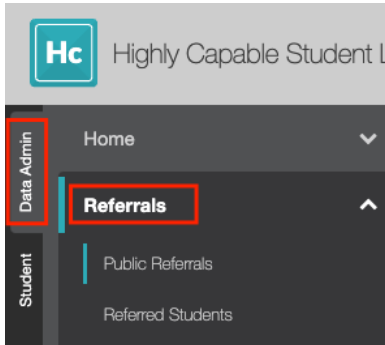# Highly Capable Data Admin Referrals

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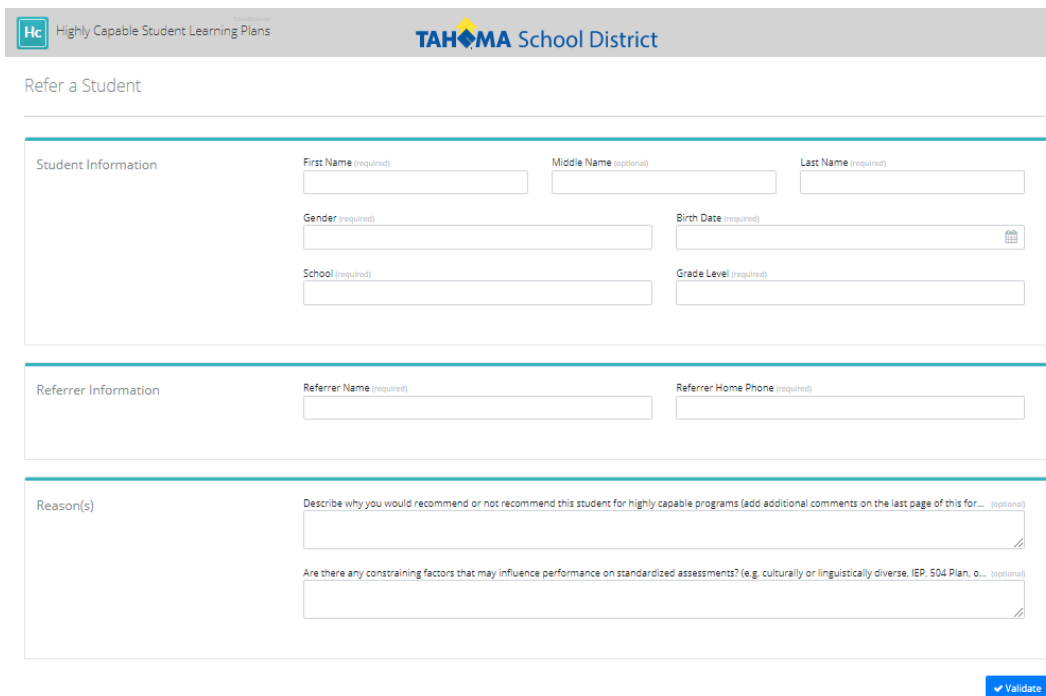

Public Referrals

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)**

Columns:

- First, Middle, and Last Name - Gender - School - Grade Level - Birth Date	- Referrer Name - Referrer Phone - Recommendation Reasons - Constraining Factors - Referrer Email Address - Validated.

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

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

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

Referred Students

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

	SCHOOL ENROLLMENTS	DEMOGRAPHICS
● First and Last Name ● SSID ● Other ID ● Manage Referred Student	● School, Year ● Grade Level ● Current Hi-Cap Enrollment	● Gender ● Federal Race ● Ethnicity
REFERRAL STATUS ● How Referred ● Referred Date ● Notes ● Prior Year	**ASSESSMENT RESULTS** ● Screener Score ● Qualifier Score	**PROGRAM STATUS** ● 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 Nam	First Nam	Manage	School	School Ye	Grade Le	Current H	Gender	Federal R	Ethnicity	How Refe	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
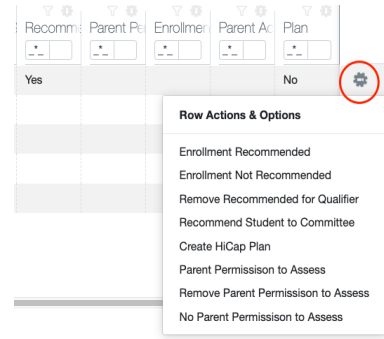
In addition, the table may be **downloaded,** and columns may be arranged or toggled on/off by clicking the container action gear in the top right corner and then selecting **Arrange Columns**.
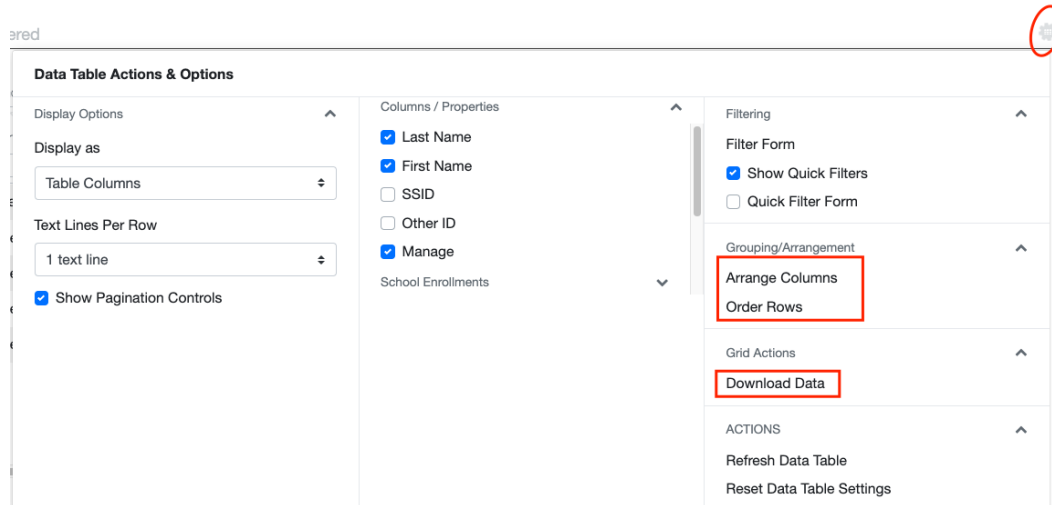
A pop-over window will appear to **Arrange Columns**; select your preferences and click **Apply. Note**: The arrangement options only affect this interface and are not honored in downloads.