

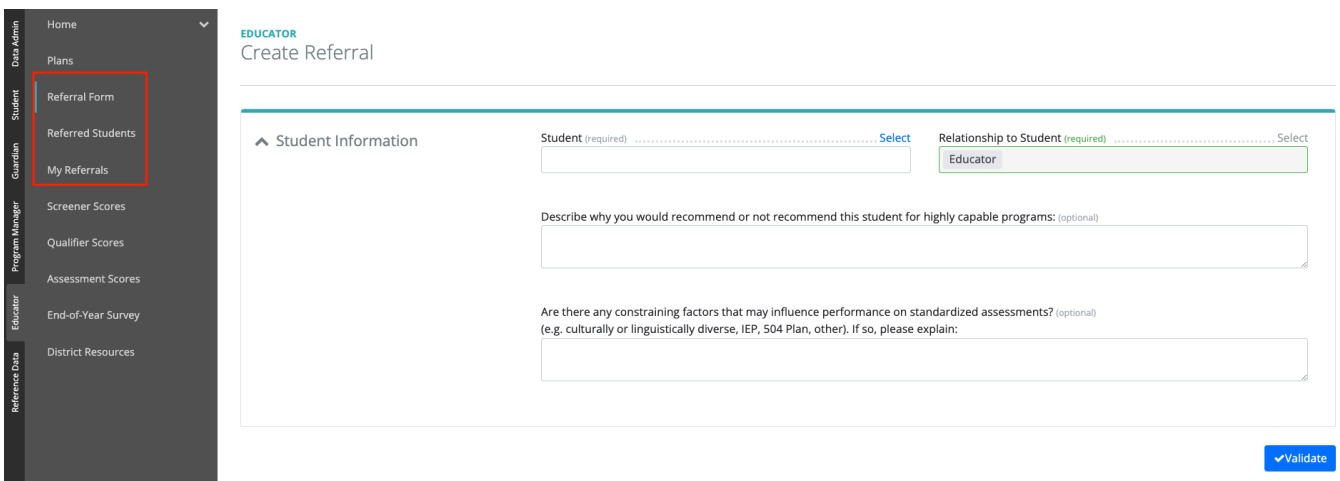
HiCap Referrals: Educators V2

Students can enter the referral process in one of two ways:

- Being individually referred when a referral form is completed about the student.
- Being identified and assigned to the referral process with a group of students based on assessment scores.

Entering Individual Referrals - Educator

1. On the Educator role, click the **Referral Form** in the left navigation menu. This will bring up a student selector where you can click to search for a student you would like to refer.



The screenshot shows the 'Create Referral' interface for an Educator. On the left, a navigation menu lists various options, with 'Referral Form' highlighted in a red box. The main content area is titled 'EDUCATOR Create Referral'. It features a 'Student Information' section with the following fields:

- Student (required)**: A dropdown menu with a 'Select' button.
- Relationship to Student (required)**: A dropdown menu with 'Educator' selected.
- Describe why you would recommend or not recommend this student for highly capable programs (optional)**: A large text input area.
- Are there any constraining factors that may influence performance on standardized assessments? (optional)**: A text input area with a sub-note: '(e.g. culturally or linguistically diverse, IEP, 504 Plan, other). If so, please explain:'.

A blue 'Validate' button is located at the bottom right of the form.

- a. **Student (Required)**
- b. **Relationship to Student (Required)**
- c. **Describe why you would recommend or not recommend this student for highly capable programs. (Optional)**
- d. **Are there any constraining factors that may influence performance on standardized assessments? (Optional)**

2. Click **Save**. Your referrals will appear under **My Referrals**.

Entering Individual Referrals - Public

Via an unauthenticated form that any user can access:

[\[yourdistrictname\].schooldata.net/v2/highly-capable-student-plans/#/public/refer-student](#), any individual can submit a referral. This form asks for information that will help identify the student.

Refer a Student

Student Information	First Name <small>(required)</small>	Middle Name <small>(optional)</small>	Last Name <small>(required)</small>
	Gender <small>(required)</small>	Birth Date <small>(required)</small>	
	School <small>(required)</small>	Grade Level <small>(required)</small>	
Referrer Information	Referrer Name <small>(required)</small>	Referrer Home Phone <small>(required)</small>	
Reason(s)	Describe why you would recommend or not recommend this student for highly capable programs (add additional comments on the last page of this for... <small>(optional)</small>		
	Are there any constraining factors that may influence performance on standardized assessments? (e.g. culturally or linguistically diverse, IEP, 504 Plan, o... <small>(optional)</small>		

[Validate](#)

The resulting referrals will be found in the **Referred Students** for the Data Admin to review. If a record for that student already existed there, they will see an additional referral record for that student on the page.

Entering Referrals for Multiple Students

Several tables will allow you to identify groups of students to refer to.

On the Educator role, in the left navigation, choose **Assessment Scores**, **Screener Scores**, or **Qualifier Scores**.

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/22452479322771>