

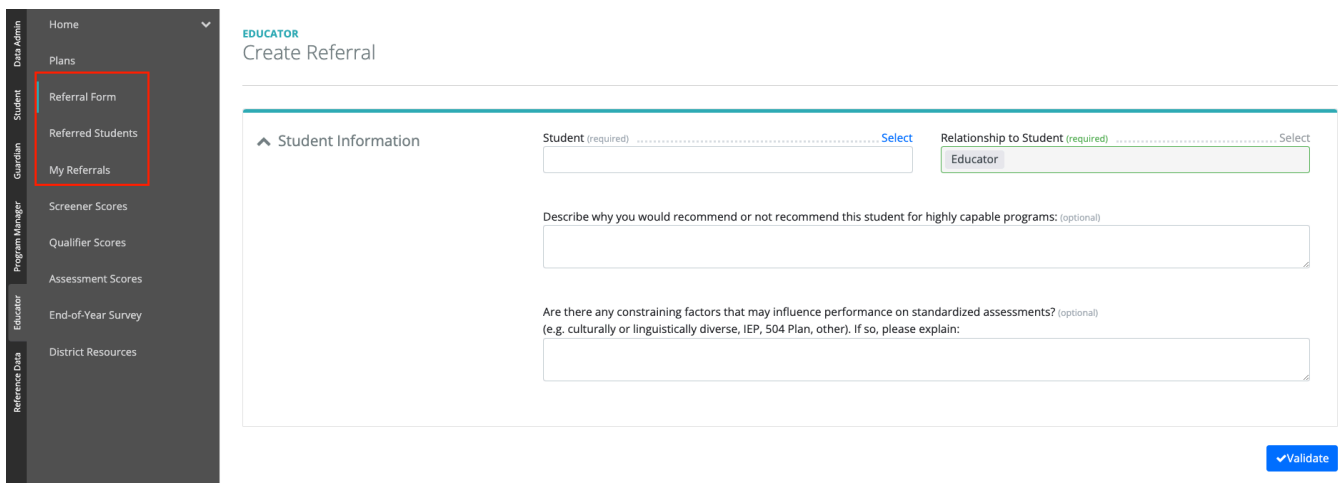
HiCap Referrals: Educators V2

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. In the Educator role, click the **Referral Form** in the left navigation menu. This will open a student selector where you can click to search for a student to refer.



- 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 accessible to any user:

[\[yourdistrictname\].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.

 Highly Capable Student Learning Plans



Refer a Student

Student Information

First Name (required)

Middle Name (optional)

Last Name (required)

Gender (required)

Birth Date (required)

School (required)

Grade Level (required)

Referrer Information

Referrer Name (required)

Referrer Home Phone (required)

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... (optional)

Are there any constraining factors that may influence performance on standardized assessments? (e.g. culturally or linguistically diverse, IEP, 504 Plan, o... (optional)

✓ 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.

In the Educator role, in the left navigation, choose **Assessment Scores**, **Screeners Scores**, or **Qualifier Scores**.

Helpful Resource: [Highly Capable Assessment/Qualifier/Screeners Scores V2](#)