

**Procedures for Administering an Individual Test**  
**Gifted and Talented**  
**704 KAR Section 3(5)**

**A local school district shall implement a procedure to obtain parental or guardian permission prior to the administration of an individual test, given as a follow-up to a test routinely administered to all students, used in formal identification and prior to official identification and placement.**

Follow the steps below when administering an individual test to a potentially gifted student.

1. Send the district “Gifted and Talented Permission to Test” form home to parents/guardians to sign.
2. Notify the District GT Coordinator
3. When permission is granted, arrange time and place for test to occur. Notify regular education teacher and student.
4. Secure authorized personnel to administer and score test.
5. Complete the Gifted and Talented Individual Test Form to be added to student’s folder.
6. Report results to parents
7. Report results to Selection and Placement Committee