

Warren County Schools

Referral and Screening Procedure

Referral Process (Year Round)

Referrals for AIG (Academically and Intellectually Gifted) services in Warren County Schools may be initiated **at any time during the school year** for any K–12 student. Referrals can be made by:

- Teachers
- School staff
- Parents or guardians
- Community stakeholders
- The student (self-referral at the high school level)

To refer a student, the referrer must complete and submit the **AIG Referral Form/Student Checklist** to the AIG Specialist assigned to the school.

Supplemental Referral Procedures

- The AIG Coordinator will coordinate with the Director of Testing and Accountability to compile a list of students who scored a Level 4 or 5 on EOG/EOC assessments for two consecutive years.
- The AIG Specialist will work with building-level principals and test coordinators to compile a list of students who are performing two grade levels above on diagnostic assessments such as i-Ready or mClass.

Students who meet this criteria will be referred to the screening process for possible AIG identification.

Screening Process

Once a referral is submitted:

1. The AIG Specialist will collect both quantitative and qualitative data for review. The AIG Committee reviews the compiled data to determine if the student should proceed with formal screening.
2. A student must meet **two quantitative criteria** (e.g., test scores, grades) supported by **two qualitative evidence** (e.g., work samples, teacher narratives) to move forward.

Qualitative	Quantitative
<ul style="list-style-type: none">• Teacher observations and narratives (explaining student's giftedness)• Work samples• Nurture group data (if applicable)• Motivational Checklist	<ul style="list-style-type: none">• Above level performance in two consecutive diagnostic assessments (e.g., i-Ready, mClass)• Level 4 or 5 on BOG/EOG/EOC Score• Report card grades No lower than B• Standardized aptitude and achievement test scores (If Available)
<ul style="list-style-type: none">• Previous AIG identification records (if transferring from another district)	

3. If approved, **parental consent is obtained** for screening to begin.
4. If screening is **not approved**, the decision will be shared with the referring party, and parents may appeal by contacting the AIG Coordinator.

Universal Screening

- All **2nd and 5th graders** will participate in **universal aptitude screening** in the fall.
- **Aptitude Test** is administered (CoGAt or NNAT-3)
- Students referred outside of universal screening will be assessed with the appropriate test upon committee approval.

Final Steps

- Students who meet the screening criteria will move to identification pathways.
- Parents/guardians will be informed of screening outcomes and placement decisions during a meeting. DEP will also be developed.
- **Parental consent is required** before any AIG services are provided.

Warren County Schools AIG Referral and Screening Overview

Referral and Screening Chart for Teachers and Parents

Step	Action	Who is Involved	Details
1	Initiate Referral	Teacher, Parent, Staff, Student (HS only), Community Member	Complete and submit the AIG Referral Form/Student Checklist to the AIG Specialist
2	Data Collection	AIG Specialist	Collects quantitative and qualitative data: test scores, work samples, observations, grades, diagnostics, prior AIG ID, etc.
3	Committee Review	AIG Committee	Reviews data to determine eligibility for screening. Two quantitative criteria + 2 qualitative support required.
4	Parent Notification	AIG Specialist	If approved, parent/guardian is contacted for permission to screen. If denied, parent/referrer is informed and may appeal.
5	Screening	AIG Specialist	Screening includes aptitude testing (CogAT or NNAT-3) and other performance indicators.
6	Identification Pathways	AIG Committee	Review of aptitude testing and all required data. Students who meet the criteria are identified for services. Parents are notified of the decision.
7	Service Consent	Parent/Guardian	Parent provides written consent before AIG services begin. DEP is developed by the team.

Timeline of AIG Referral and Screening Process

1. Referral Submission – Ongoing, year-round (K–12)
 - Kindergarten, first, and second grade students should only be referred for screening if they consistently perform above grade level on two consecutive diagnostic tests.
 2. Data Collection – Immediately after referral is received
 3. Committee Review – Within 2 weeks of completing data collection
 4. Parent Notification – Upon committee decision (screen or not)
 5. Screening Process – During fall for universal (2nd & 5th); as needed for others (6-8 Weeks)
 6. Identification Decision – After screening results are reviewed.
 7. Parent Consent and Services Begin – As soon as consent is obtained
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Key Notes:

- Referrals accepted year-round for K–12th Grade students.
 - Universal screening occurs for all 2nd and 5th-graders in the fall.
 - Appeals are handled by the AIG Coordinator.
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