

Henrico County Public Schools
Gifted Education Programs
Grade 4
Math Course 2
2012 Screening Timeline

DATES	SCREENING PROCESS
December 21, 2011	Screening referral criteria for Math Course 2 sent to principals and school's gifted identification coordinators
January 25, 2012	Deadline for submitting list of all referred students for testing to Central Office (this includes identified gifted students and any teacher/parent referrals)
January 30 – February 8, 2012	Schools send notification letter and permission form to parents for student testing
February 10, 2012	Deadline for parent/guardian to return permission form to school's gifted identification coordinator
February 10, 2012	Schools receive testing materials for Phase One Test
February 13 – 24, 2012	Schools administer Phase One test to referred Grade 4 students in the screening pool
February 24, 2012	All testing materials for Phase One are due to Central Office by the end of the school day
February 27 – March 2, 2012	Phase One testing materials sent to Research & Planning for scoring
March 9, 2012	Phase One test results sent to schools
March 12, 2012	Schools send notification letters to (1) Grade 4 students qualified for Phase Two testing and (2) Grade 4 students not qualified for Phase Two testing
March 19, 2012	Schools receive testing materials for Phase Two testing
March 20 – April 4, 2012	Schools administer Phase Two test to qualified Grade 4 students remaining in the screening pool
April 6, 2012	All testing materials for Phase Two are due in the Central Office by the end of the school day
April 16 – 27, 2012	Central Office scoring of Phase Two tests
May 1, 2012	Phase Two test results sent to schools
May 4, 2012	Schools send notification letters to (1) Grade 4 students qualified to participate in Math Course 2 for 2012-2013 and (2) Grade 4 students not qualified to participate
May 7 – 18, 2012	Time frame for parents to submit written appeal documentation
May 22, 2012	Appeals re-testing from 8:30-10:00 am at Central Office Community Room
June 4, 2012	Parent information meeting from 4:00-5:00 pm at Hungary Creek Middle School library
June 8, 2012	Parents return acceptance form to Central Office indicating program option for 2012-2013
June 13, 2012	Schools notified by Central Office of students participating in the program for 2012-2013