



# Westerville City Schools

950 County Line Road, Westerville, OH 43081  
Main Office (614) 797-6276 Fax (614) 797-6290

Office of Gifted Education  
Suzanne Palmer, Coordinator K-12

## Vision

Our vision is to be the benchmark of educational excellence.

## Mission

Our mission is to prepare students to contribute to the competitive and changing world in which we live.

## Values

Respect  
Inclusiveness  
Community  
Communication  
Collaboration  
Innovation  
Nurturing  
Trust  
Accountability

## REFERRAL PROCEDURES AT WCS – Individual/Small Group testing

1. Complete the [Gifted Identification Referral Form.doc](#) for individual/small group testing in the areas of math, reading, science, social studies, and/or superior cognitive abilities. This form is also available from school office or the office of Gifted Education.
2. Make copies of standardized test scores and any applicable previous identification or service documents.
3. Attach all documents to back of referral form
4. Submit completed referral packet to Principal for his/her signature.
5. Form should be sent, scanned & emailed, or faxed to the Gifted Ed Dept (see referral form for contact information.)
6. Once the referral form has been received by the Gifted Ed. Dept, the appropriate parties will be notified and a copy of the referral form will be sent to one of our school psychologists who will contact the parent(s) to make arrangements for testing. Results must be shared with parents within 30 days.
7. When the test results are compiled, the appropriate parties will meet to discuss the results and possible service as appropriate.
8. Results and a copy of the formal letter will be sent to the referring party and to the school for inclusion in the student's cum folder.
9. Curricular discussions will take place and services, if applicable, will be offered.

For areas of Visual and Performing Arts, please contact the child's fine arts teacher or the gifted ed dept. More information can also be found in these ODE handbooks: [Dance ID Handbook.pdf](#) [Drama ID Handbook.pdf](#) [Music ID Handbook.pdf](#) [Visual Arts ID Handbook.pdf](#)

## GIFTED IDENTIFICATION FROM OUTSIDE PSYCHOLOGISTS

Some families decide to have the testing done outside of a public education system because 1) the child is enrolled in a private or home school setting (and thus obligated to identify and notify gifted students), 2) parents want results faster than district can provide, or 3) personal preference.

Per Ohio Revised Code, it is important to note a few things when a family seeks this service.

- An approved individual standardized test must be used. Testing Instruments approved by The Ohio Dept. of Education - Office of Exceptional Children can be found at this link: [Chart of Approved ID Assessments](#). Note: There are screeners and identifiers on this list and only the latter can be used for purposes of identifying giftedness.
- The tests must be administered by a licensed psychologist.
- Most insurance companies do not cover this type of testing. It may cost several hundred dollars for such tests. Be sure to ask.
- Explain to the psychologist what tests you will need - intelligence test, achievement test, or both. Most of the time, both are needed/useful to a school district.
- The report from the psychologist should contain a full scale IQ score (if the intelligence test was given) and a Reading or Math total or composite score (if the achievement test was given).
- If the family wants the report to be used for gifted identification, it is recommended the family send the report to the gifted education dept.