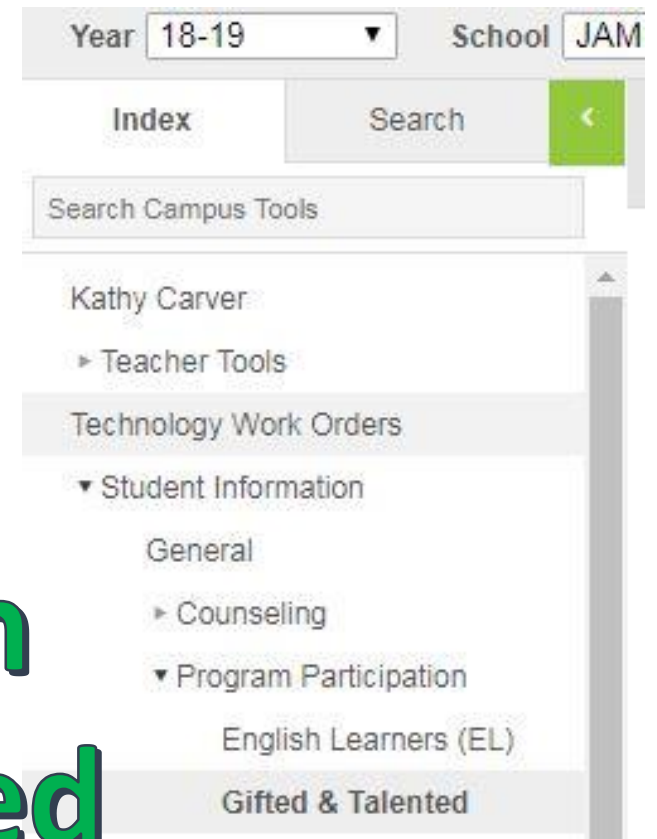# How to Document Services

Document **Services**

Go to **Student Search**

Click back to **Index**

Student **Information**

Program **Participation**

Gifted and Talented

Look for Documents, Open Progress Report

| Gifted & Talented | **Documents** |

🡒 Open   🔓 Lock/Unlock   🗐 Copy   ⊗ Delete   🖶 Print   ✎ New Document   ⬆ Upload Document

Documents List

- 📁 **2019-2020 (2)**
  - 📁 Forms (2)
    - 📄 Gifted and Talented Progress Report (Created: 11/13/2019, Modified: 02/06/2020)
    - 📄 Gifted Student Service Plan (Created: 12/05/2019, Modified: 12/05/2019)
- 📁 2018-2019 (1)

Document in Comment Box under area

End of Year Progress:

Gifted Category	Teacher	Progress Indicator	Comments
Leadership	Kenady, Sara	☑ Meets ☐ Does Not Meet ☐ Exceeds	Key Club President (contribution (continued A1)
Social Studies	Not enrolled this year; pursued career pathway	☐ Meets ☐ Does Not Meet ☐ Exceeds	Met graduation requirement; passed civics test
		☐ Meets ☐ Does Not Meet ☐ Exceeds	
		☐ Meets ☐ Does Not Meet ☐ Exceeds	
		☐ Meets ☐ Does Not Meet ☐ Exceeds	
		☐ Meets ☐ Does Not Meet ☐ Exceeds	
		☐ Meets ☐ Does Not Meet ☐ Exceeds	
		☐ Meets ☐ Does Not Meet ☐ Exceeds	

There are two areas for progress, in comments document services, achievements, etc.

Use the first for 2nd Trimester; Use the second for 3rd Trimester.

If you only have the student for one trimester, then use the first one and mark when you had the student in class.

Review
Four Step Process for GT

1. **Identify (Consider all populations)**
2. **Provide Services (all GT students)**
3. **Document Services in Infinite Campus (GSSP) (mentor list)**

   At least once a trimester.

4. **Give progress monitoring grade (mentor list)**

   End of 2nd and 3rd trimester.

   (meets expectations, exceeds expectations, needs improvement)

What if I need help?

~Read GT Helpful hints for teachers handout

~Visit the district GT site, under programs

~Email me: kathy.carver@hopkins.kyschools.us