

Dear Second Grade Teacher,

Thank you for your time and consideration with our annual second grade CogAT screening for highly capable services. If you would like training, please contact Sonia Barry and we can schedule training on **Wednesday, January 9<sup>th</sup>**. Also, if you have a student that you would like the Multidisciplinary Team to pay close attention to, please fill out the attached teacher input form.

You will receive by **Friday, January 11<sup>th</sup>**:

- Class List
- CogAT Directions for Administration
- Grade/ Class ID Scan Tron Sheet: Please complete and return with materials.
- One extra blank student test booklet for new student or emergency.
- **One barcoded and labeled** Student Test Book per student on your class list.
- Pencils are available upon request. Please email [Sbarry@nkschools.org](mailto:Sbarry@nkschools.org)

All Materials: Test booklets, directions, teacher scantron and class list sheets will be collected in your front office **after 3 pm, January 22<sup>nd</sup>**.

Please administer the CogAT screener during the week of **January 14-18<sup>th</sup>**. Plan at least 50- 60 minutes to administer. As student booklets are **already barcoded**, there is no need to bubble in this information. Test booklets are to be kept in a **secure** area between receiving, administering and waiting for pick up. If a student is absent the day of the test, they may test at another time during the week. If a student is absent the entire week, please email Sonia Barry at Student Services and put a sticky note on the blank test booklet. The absent student will be screened by a proctor later in the month when the other grade level referrals are screened.

This year NKSD has barcoded student test booklets to be returned to Riverside Publishing for scoring. The turnaround to ship, score and receive results is estimated between 3-4 weeks. Once the multidisciplinary team has met, Student Services will individually send teachers and parents student scores regarding eligibility for highly capable services. Students who are identified, will begin highly capable services in the 2019-20 school year.

Student confidentiality is to be upheld at all times.

Please contact Sonia Barry at Student Services if you have any questions, comments or concerns. Thank you for your time and consideration,  
Respectfully,

Sonia Barry  
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North Kitsap School District  
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