

## **District Personnel Responsibilities**

### **TAG Coordinator Responsibilities**

1. Once a student has been referred for TAG, the coordinator begins and maintains a student file, informs and obtains parental consent for continuation of the identification process, and coordinates the collection of data.
2. After the test results and other data materials are collected, the coordinator will conduct a TAG team meeting to determine eligibility from the information included in the TAG checklist, the student's level and rate of learning, and the TAG Data Summary.
3. The coordinator, or their designee will meet with the parent to explain the outcome of the TAG team meeting, review the data, the rationale for the determination of eligibility or ineligibility, and the parent's rights.
4. If it is determined the student is TAG eligible the coordinator will schedule a meeting with the parent and appropriate teacher(s) to create the Student Learning Plan (SLP) using ideas from the TAG Programs, services techniques and options suggested.
5. The coordinator will file all paper work, including the signed SLP, in the student's TAG file. The student's cumulative file will be given to the appropriate teacher(s). A copy will be sent to the parents.
6. In May, the coordinator facilitates the completion of the student's end-of-year summary and send a copy to the parents for comments and signature. Signed copies are then placed in the appropriate files and sent to the appropriate teacher(s).
7. The coordinator will also track and assess students in the "inactive status" or students needing reassessment.
8. The coordinator will distribute TAG information to Board members, parents, teachers, TAG teams, community and administration on a regular basis.

### **Teacher Responsibilities**

1. Once the TAG eligibility is determined, all appropriate classroom teachers will be notified and may be asked to attend a Student Learning Plan (SLP meeting requested by a parent).

2. Teachers who are identified as those appropriate to modify for TAG students will also be asked to complete various forms such as the Assessment for Student's Level and Rate of Learning, the SLP, and the End-Of-Year summary.
3. The appropriate classroom teacher responsible for TAG modifications keeps a portfolio of student work directly related to the Student Learning Plan (SLP) that may include: test, work samples, journals, projects, scored evaluation, CIM evaluations or benchmark evaluations depending on student's grade level.