



## ***Response/Action Required***

September 29, 2023

To: Elementary Principals and Office Managers  
From: Dr. Catherine Matthews, Director of Assessment and Research  
Anne Arnold, Director of P-5 Instruction and Early Learning Options  
Regarding: **Changes in Highly Capable and LEAP Screening**

---

In compliance with new requirements from OSPI, the screening process for LEAP (Learning Enrichment Achievement Program) /Highly Capable identification is changing. Beginning in the 2023-2024 school year, districts are required to administer universal screeners two times during the elementary years, once in or before second grade, and again in or before sixth grade for identification and placement decisions RCW [28A.185.030](#)

To meet this requirement, EPS will administer the CogAT universal screener in first grade and in fifth grade. In first grade, the screener is used to identify students who might qualify for LEAP and/or for recommendation to take the full battery of tests for highly capable identification; in fifth grade the screener is used to identify students who might qualify for LEAP and to support their course selection in middle school where students have access to advanced and accelerated options.

Because all students are required by the state to be screened, this screening is in [Appendix 7](#) and will be implemented in all first and fifth grade classrooms by the classroom teacher. The screener process takes 45-60 minutes and is completed on a Chrome Book during the school day. A training PowerPoint and optional Q and A sessions will be made available for both first and fifth grade teachers prior to the screener windows.

What does this mean?

- The practice of screening kindergarten students based on parent nomination will be discontinued.
- The first-grade screener window is **October 23 to November 10**. Please notify Lindsey de Carteret by October 18 of the test dates your first-grade teachers have selected.
- The fifth-grade screener window is **November 27 to December 15**. Please notify Lindsey de Carteret by November 15 of the test dates your fifth-grade teachers have selected.

The full battery of tests for the Highly Capable program will be given, as it has in the past, during the months of February and March. Students in the first through fourth grades are eligible to test. Applications are due no later than Dec. 15 and parents will be notified of the testing schedule in January. This testing process is managed by proctors at the students' home school. This information will be available on the website on Oct. 2.

If you have questions about this process, contact Anne Arnold [aarnold@everettsd.org](mailto:aarnold@everettsd.org) Ext. 4089 or Catherine Matthews [cmatthews@everetts.org](mailto:cmatthews@everetts.org) Ext. 4058

**Approved for Distribution:**

**Shelley Boten**

**Required Action:**

- Please share the new universal screening process with first and fifth grade teachers. A separate email will be sent to them with this information next week. It will include dates for the optional Q and A sessions.
- Select, with your first and fifth grade teams, a screener date(s) and email to Lindsey de Carteret [ldecarteret@everettsd.org](mailto:ldecarteret@everettsd.org) so we can ensure adequate support on screener days.
- Ensure Chrome Books are fully charged and available on the testing date, along with headphones and any other testing supports.
- Inform the school counselors of the process for fifth-grade students and the opportunity to use this information when counseling students on course selection as they transition into sixth grade.

**Approved for Distribution:** \_\_\_\_\_



**Shelley Boten**