Saint Paul Public Schools
Overview of the Gifted Services
Portfolio Process

Talent Development and Acceleration Services
What is the Portfolio Review?

- The portfolio review offers all students the opportunity to be assessed for gifted services through multiple measures.
- The portfolio is a review of information regarding a student's gifts, talents, potential, and areas of strength.
What does the Portfolio include?

The portfolio submission includes several components:

• a parent survey
• a teacher survey
• a community member survey
What does the Portfolio include?

Parents, teachers, and community members also have the opportunity to attach documents/photos and provide a written explanation regarding all attachments.
Information is collected in the following areas:

- leadership
- creativity
- mathematical reasoning
- language arts
- social sciences/critical thinking
- science
- arts
- multilingualism
- technology
- and any other characteristics that the child demonstrates.
Who can start the portfolio process?

- Parents or guardians, school staff, or a community member who knows a child well can begin the portfolio process.
- It is important that parents/guardians, school staff, and community members communicate with each other to make sure all forms are submitted.
When is a portfolio complete?

- A portfolio is **complete** when the child has a **teacher** and a **parent or community** member submit information.

- The community member form is optional and can be completed by adults who know the child well such as: a chess teacher, piano teacher, sports coach, a language teacher, a academic tutor, etc.
When can portfolios be submitted?

The portfolio submission window opens on Monday, December 11, 2017 and closes on Friday, January 19, 2018.
Form Completion

● After submitting a form you will receive a confirmation message that the information was submitted.

Portfolio Review
Form-Parents/Guardians

Thank you for submitting information for the portfolio review. This message is confirmation that your information was received. If you have questions about this form or the portfolio review process please contact St. Paul Public Schools, Talent Development and Acceleration Services Department at 651-744-5409 or tdas@spus.org.

● A confirmation email will also be sent to you at the email address entered on the form.
Submitting a Parent or Guardian Form

Go to:  http://www.spps.org/Page/22019

Scroll down to the bottom of page:

| SY 18 Portfolio Review Form-School Staff/Teachers
| SY 18 Portfolio Review Form-Parents/Guardians
| SY 18 Portfolio Review Form-Community Members

Click on the link to the parents/guardians
Complete the Section: Student Information

Provide the Requested Information

Click Next
Complete the Section:
Student Areas of Above Average Skill

Complete Statements Regarding student’s Areas of Above Average Skill

Include any other comments you would like to share about your child.

Click Next
Complete the Section:
Student Areas of Above Average Skill

Include any other comments you would like to share about your child.

You also have the option to describe and upload additional documents like photos or copies of your child's work.

Click Submit
Confirmation of Parent Form Submission

- After submitting a form you will receive a confirmation message that the information was submitted.

- A confirmation email will also be sent to you at the email address entered on the form.

Portfolio Review Form-Parents/Guardians

Thank you for submitting information for the portfolio review. This message is confirmation that your information was received. If you have questions about this form or the portfolio review process please contact St. Paul Public Schools, Talent Development and Acceleration Services Department at 651-744-8409 or tdas@spps.org.
Submitting a Teacher or School Staff Form

Go to:  http://www.spps.org/Page/22019
Scroll down to the bottom of page:

| SY 18 Portfolio Review Form-School Staff/Teachers |
| SY 18 Portfolio Review Form-Parents/Guardians    |
| SY 18 Portfolio Review Form-Community Member     |
Complete the Section: Person Completing Form

Portfolio Rating Scale for Staff/Teachers/Admin

Saint Paul Public Schools uses the portfolio review to determine if a student is an advanced learner. The portfolio review is an opportunity for students to showcase their achievements. The portfolio review is a multi-process that provides an overview of the student's strengths, talent, potential...[rest of text cut off]

* Required

Email address *
Your email

Name of Person Completing Portfolio Form*
Your answer

Relationship to student
Your answer

Click Next

Never submit passwords through Google Forms.

Provide Requested Information
Complete the Section: Student Information

Provide Student Information

Click Next
Complete the Section:
Learning Characteristics

Provide Requested Information

Click Next
Complete the Section: Motivation Characteristics

Provide Requested Information

<table>
<thead>
<tr>
<th>Motivation Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the following rating scale: 6 = always exhibits, 5 = frequently exhibits, 4 = occasionally exhibits, 3 = rarely exhibits, 2 = very rarely exhibits, 1 = never exhibits.</td>
</tr>
</tbody>
</table>

The student demonstrates...

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>the ability to concentrate on a topic for a long period of time.</td>
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<tr>
<td>behavior that requires little direction from teachers.</td>
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<tr>
<td>sustained interest in certain topics or problems.</td>
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<tr>
<td>tenacity for finding information on topics of interest.</td>
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</table>

Click Next

Never submit passwords through Google Forms.
## Creativity Characteristics

Use the following rating scale: 6 = always exhibits, 3 = rarely exhibits, 2 = very rarely exhibits.

**The student demonstrates...**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>imaginative thinking ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a sense of humor</td>
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<td></td>
</tr>
<tr>
<td>the ability to come up with unusual, unique, or clever responses</td>
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<tr>
<td>an adventurous spirit or a willingness to take risks</td>
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<tr>
<td>the ability to generate a large number of ideas or solutions to problems or questions</td>
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<tr>
<td>a tendency to see humor in situations that may not appear humorous to others</td>
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</tbody>
</table>

The ability to adapt, improve, or modify beliefs or ideas.

Intellectual laziness, illiberality to maximize and manipulate ideas.

Non-conforming attitude, does not fear being different.
Complete the Section: Leadership Characteristics

Provide Requested Information

Click Next
Complete the Section: Rogers Student Scale-Part 1

Provide Requested Information

Click Next
Complete the Section: Rogers Student Scale - Part 2

Provide Requested Information

Click Next
Complete the Section: Student Strengths

Provide Requested Information

Provide any additional comments regarding the student’s strengths

Click Submit
After submitting a form you will receive a confirmation message that the information was submitted.

A confirmation email will also be sent to you at the email address entered on the form.
Submitting a Community Member Form

Go to:  http://www.spps.org/Page/22019

Scroll down to the bottom of page:

| SY 18 Portfolio Review Form-School Staff/Teachers
| SY 18 Portfolio Review Form-Parents/Guardians
| SY 18 Portfolio Review Form-Community Member

Click on the link to the Community Member form
Complete the Section: Person Completing Form

Provide Requested Information

Click Next

Never submit passwords through Google Forms.
Complete the Section: Student Information

Provide Student Information

Click Next
Complete the Section: Learning Characteristics

Learning Characteristics

Use the following rating scale: 6 = always exhibits, 3 = rarely exhibits, 2 = very rarely exhibits.

The student demonstrates... *

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>advanced vocabulary for his/her age.</td>
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<tr>
<td>ability to make generalizations about events, people, and things.</td>
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<tr>
<td>a large storehouse of information about a specific topic.</td>
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<tr>
<td>the ability to grasp underlying principles.</td>
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</tr>
</tbody>
</table>

Provide Requested Information

Click Next
Complete the Section: Motivation Characteristics

**Motivation Characteristics**

Use the following rating scale: 6 = always exhibits, 3 = rarely exhibits, 2 = very rarely exhibits, 1 = never exhibits.

**The student demonstrates... * **

- the ability to concentrate intently on a topic for a long period of time.
- behavior that requires little direction from teachers.
- sustained interest in certain topics or problems.
- tenacity for finding information on topics of interest.

Provide Requested Information

Click Next

Click Next
Complete the Section: Creativity Characteristics

Creativity Characteristics

Use the following rating scale: 6 = always exhibits, 5 = frequently exhibits, 4 = sometimes exhibits, 3 = rarely exhibits, 2 = very rarely exhibits, 1 = never exhibits.

The student demonstrates... *

1. imaginative thinking ability. (Circle appropriate rating)
2. a sense of humor. (Circle appropriate rating)
3. the ability to come up with unusual, unique, or clever responses. (Circle appropriate rating)
4. an adventurous spirit or a willingness to take risks. (Circle appropriate rating)
5. the ability to generate a large number of ideas or solutions to problems or questions. (Circle appropriate rating)
6. a tendency to see humor in situations that may not appear humorous to others. (Circle appropriate rating)

Provide Requested Information

Click Next
Complete the Section: Leadership Characteristics

**Leadership Characteristics**

Use the following rating scale: 6 = always exhibits, 5 = frequently exhibits, 3 = rarely exhibits, 2 = very rarely exhibits, 1 = never exhibits.

**The student demonstrates...**

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>responsible behavior, can be counted on to follow through on activities/projects.</td>
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<td></td>
</tr>
<tr>
<td>a tendency to be respected by classmates.</td>
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</tr>
<tr>
<td>the ability to articulate ideas and communicate well with others.</td>
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</tr>
<tr>
<td>self-confidence when interacting with age peers.</td>
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</tr>
</tbody>
</table>

Provide Requested Information

Click Next
Complete the Section:
Rogers Student Scale-Part 1

Provide Requested Information

Click Next
Complete the Section:
Rogers Student Scale-Part 2

Provide Requested Information

Click Next
Complete the Section: Student Strengths

Provide any additional comments regarding the student’s strengths.

Provide Requested Information

Click Submit
After submitting a form you will receive a confirmation message that the information was submitted.

Portfolio Rating Scale for Community Members

Thank you for submitting information for the portfolio review. This message is confirmation that your information was received. If you have questions about this form or the portfolio review process please contact St. Paul Public Schools, Talent Development and Acceleration Services Department at 651-744-5409 or tdas@spps.org.

Submit another response

A confirmation email will also be sent to you at the email address entered on the form.
Questions/Contact Information

● If you have questions regarding the portfolio process you can visit: www.spps.org/tdas

OR

● Contact a member of the Talent Development and Acceleration Services Team by sending an email to tdas@spps.org or calling 651-744-5409

Thank you for taking the time to submit a student portfolio.
When can portfolios be submitted?