Gifted and Talented Program Application

Instructions for Completing the Gifted and Talented On-Line Application

Information and Application Instructions

Information

- The Gifted and Talented (GT) application can be found at: https://www.maine.gov/doe/funding/gpa/gt
- Gifted and Talented programmatic questions should be directed to Dan Chuhta, Kelli Deveaux, or Jessica Nixon
  - Dan Chuhta, Deputy Commissioner Daniel.Chuhta@maine.gov
  - Kelli Deveaux, Communications Director Kelli.Deveaux@maine.gov
  - Jessica Nixon, Chief of Staff and Operations Jessica.Nixon@maine.gov
- GT application questions should be directed to Deb Lajoie
  - Deb Lajoie, School Finance and Operations Deborah.J.Lajoie@maine.gov
- School administrative units (SAUs) must submit either an Initial Application, Renewal Application or Waiver Application each year.
- Applications are due, annually, by September 30.
- Gifted and Talented program budgets that are included as part of GT application should align with the GT budget entered in the NEO Financial (MEFS) by the SAU’s finance director. You may wish to contact your SAU’s finance director to ensure alignment.
- SAUs will be notified that their GT application has been received and is complete. Complete applications will not require any additional action.
- Authorized: The following laws and rules regulate Maine’s gifted and talented programs. The applications for initial program approval, renewal, and waiver follow the statutory requirements: Maine Revised Statutes Title 20-A, Chapter 311, section 8101-A(1), (2) and (3); Maine Department of Education (05-071) Rules Chapter 104.
Application Instructions
Step by Step Instructions for All Three Types of Applications

1. Download and complete a printable version of the online application. A printable version is available at the Maine DOE GT website. The printable documents list the questions you will be asked in the online application and is provided as a first step because the online application must be completed in one setting.

2. Download the Superintendent Certification Form – Download the superintendent certification form. The superintendent’s certification is required by Maine DOE Rule. Complete the form’s budget and obtain your superintendent’s signature. You will be asked to duplicate your GT program budget in the online application, question 9. The signed superintendent certification form must be uploaded at the end of the online application process. Reference Maine DOE Rule Chapter 104.13 which requires the application be signed by the superintendent of the school administrative unit certifying that the form contains the information that is accurate at the time of reporting.

3. The Gifted and Talented (GT) application can be found at: https://www.maine.gov/doe/funding/gpa/gt

4. Once the gifted and talented online application form is open, follow the steps below to submit the application to the Maine Department of Education. Successful submission will be indicated by a system generated response that the application is complete. All application questions require a response.
   - Select your SAU from the list
   - Enter your SAU’s gifted and talented administrator contact information, including:
     - Name and title
     - Office telephone number
     - District email address
   - Enter the contact information for the person completing the online application
     - Type X in the Same as Above (SAA) text box if you are the gifted and talented administrator
     - Or, enter your name and contact information in the spaces provided
   - Select the appropriate radio button for the application you are completing.
   - There are three types of applications to choose from for an SAU’s annual GT application submission including, Initial, Renewal or Waiver. Select the appropriate radio button for the application you are completing.

2. Download the Superintendent Certification Form

3. Open the GT online application: Go to: https://www.maine.gov/doe/funding/gpa/gt

Gifted and Talented

The Maine Department of Education is committed to meeting the needs of all learners, as outlined in our strategic plan. We provide reimbursement to school districts for certain approved costs that support locally-developed ‘gifted and talented’ programs and provide professional development opportunities and technical assistance to school districts in instructional practices such as differentiation, innovative pathways, and other supports for meeting the diverse needs of Maine’s learners.

Complete Application

A preview of the application questions can be viewed below. Gifted and Talented Applications must be submitted through the Complete Simplified Application button above.

- Initial Application
- Renewal Application
- Waiver Application

3. View of the online application front page
Choose an application Type. There are three types of GT applications to choose from for an SAU’s annual GT application submission including, Initial, Renewal or Waiver. Complete an initial application if your SAU does not have an approved GT program, complete the Renewal application if your SAU has received a previous approval from the Department or a Waiver application if your SAU is requesting a one-year waiver from the requirement to submit a GT application.

Choose an application type below to jump to that application’s step by step instructions:

- Jump to the Initial Application Instructions
- Jump to the Renewal Application Instructions
- Jump to the One-Year Waiver Instructions

**Step by Step Instructions for the Initial Application**

Please complete the instructions for all applications before moving to step 6, below:

6. Q1 - Describe your SAU’s gifted and talented program philosophy. (Ref. Maine DOE Rule Chapter 104.14 1).

7. Q2- Enter your gifted and talented program abstract by providing a general description of the children to be served and the program to be implemented. (Reference. Maine DOE Rule Chapter 104.14 2).

8. Q3-Identify and enter the goals, objectives and activities of your proposed GT program. (Ref. Maine DOE Rule Chapter 104.14 3).

9. Q4- Enter or upload your SAU’s gifted and talented program identification process by entering the information in each text box for general intellectual ability, specific academic aptitude, and artistic ability or by uploading an existing file that outlines your SAU’s GT identification process. (Ref. Maine DOE Rule Chapter 104.14 4; 104.07 A, B & C; 104.08 A & B; 104.09 1-6).

8A. Q4A - Enter or upload the SAU’s policy and procedures for the review of identified students. (Ref. Maine DOE Rule Chapter 104.07).

10. Q5-Provide a description of the gifted and talented staff development conducted to implement the GT program. (Ref. Maine DOE Rule Chapter 104.21; 104.22).

11. Q6-Enter the number of full-time equivalent (FTE) gifted and talented administrators, teachers, and educational technicians in the box provided. If your SAU employs gifted and talented staff that works part-time indicate the full-time equivalent percentage for administrators, teachers, and educational technicians in the part-time box. Percentages can be indicated by a decimal, for
example 50% =.50 or 25%=.25 (Ref. Maine DOE Rule Chapter 104.14 4; 104.11 1-4; 104.11 3). Enter a 0 in the box if the GT program doesn’t employ staff in the category.

12. Q7-Describe or upload your SAU’s GT program self-evaluation process. (Ref. Maine DOE Rule Chapter 104.14 7).

13. Q8-Describe the program implementation costs in budget narrative format. (Ref. Maine DOE Rule Chapter 104.14 8).

14. Q9-Enter the budget amounts for the allowable expenses for each category listed. This information will match the budget on the Superintendent Certification Form. (Ref. Maine DOE Rule Chapter 104.)

15. Q9-Upload the signed Superintendent Certification Form.

**Step by Step Instructions for the Renewal Application**

*Please complete the instructions for all applications before moving to step 6, below.*

6. Q1-Indicate if there has been a change in the SAU’s GT programming philosophy in the last year. If there has been a change, use the text box to describe the change.

7. Q2-Indicate if there has been a change in the GT program abstract in the past year. If there has been a change describe it in the box provided.

8. Q3-Indicate if there have been any changes to the goals, objectives and activities of the GT program. Describe any change in the text box provided.

9. Q4-Indicate if there has been a change in the GT identification process used by your SAU. If there has been a change describe the change in the boxes provided or upload the updated Identification Process.

8A. Q4A-Indicate if there has been a change in the review of the identification review policies or procedures. If there has been a change, please use the text box to describe or upload the identification review process.

10. Q5-Indicate if there has been change in the staff development that takes place to implement the GT program in your SAU. If there has been a change, please use the text box provided to describe the change.

11. Q6-Enter the number of full equivalent (FTE) gifted and talented administrators, teachers, and educational technicians in the box provided. If your SAU employs gifted and talented staff that works part-time indicate the full-time equivalent percentage for administrators, teachers, and educational technicians in the part-time box. Percentages can be indicated by a decimal, for example 50% =.50 or 25%=.25. Each box will require an entry, enter 0 if you do not employ GT staff in the category.

12. Q7-Indicate if there has been a change in the GT program self-evaluation process.
evaluation process in the past year. If there has been a change, provide a description of the change or include the complete self-evaluation process or upload a document evaluation review process.

13. Q7A-Please provide the results of the program self-evaluation review process or upload the results of the self-evaluation.

14. Q8-Provide a description, budget narrative, of the costs that will be incurred in the GT program for this school year.

15. Q9-Enter the budget amount for the allowable expenses for each category listed. This information will match the budget on the Superintendent Certification Form.

16. Q9-Upload the signed Superintendent Certification Form.

**Instructions for the Waiver Application**

*Please complete the instructions for all applications before moving to step 6, below*

6. Describe the reason for the one-year waiver.

7. Upload the signed Superintendent Certification Form indicating a $00.00 budget.