



## 2022-2025 Local AIG Plan – Final Submission Checklist

Area:	Reminders
<b>General Information:</b>	<ul style="list-style-type: none"><li>• Include the budget information (state, local, grant, and other funds available for programming).</li><li>• Include name of District or Charter School AIG Contact person.</li><li>• Include vision, mission, overarching goals of the AIG program.</li><li>• Include date and evidence of Local Board of Education approval (i.e., template or other letter signed by the board chairperson, minutes from board meeting, or other documentation).</li></ul> <p><u>Optional Features in online portal to consider:</u></p> <ul style="list-style-type: none"><li>• Upload any appendix items to <b>supplement</b> information contained within the body of the plan.</li><li>• Utilize the glossary of terms – to print specific definitions in the body of the plan.</li></ul>
<b>For each standard:</b>	<ul style="list-style-type: none"><li>• Complete “Ideas for Strengthening the Standard.”</li><li>• Complete “Possible Sources of Evidence.”</li><li>• Complete the self-assessment rating (radio button).</li></ul> <p><u>Optional Features in online portal to consider:</u></p> <ul style="list-style-type: none"><li>• Comments/rationale for the overall standard in the self-assessment area</li></ul>
<b>For each individual practice:</b>	<ul style="list-style-type: none"><li>• Complete the LEA Response<ul style="list-style-type: none"><li>◦ Through revision of the standards, some practices have shifted in number or have been realigned.</li><li>◦ Review the <i>Unpacking the Standards</i> document to ensure all components of the practice have been addressed.</li></ul></li><li>• Complete the self-assessment rating (radio button).</li></ul>
<b>Key practice components to remember to <u>include in the body of the plan:</u></b>	<ul style="list-style-type: none"><li>• Include the screening and referral processes (practice 1a).</li><li>• Include the identification process and criteria (practice 1b).<ul style="list-style-type: none"><li>◦ Outline process for <b>K-12</b> identification.</li><li>◦ Describe the alignment between the data that is collected and the identification designation that will be the result.</li><li>◦ Include criteria for academically gifted (in reading, math, or both), intellectually gifted, and academically and intellectually gifted.</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>• Outline the <b>varied</b> AIG programming options to meet the specific and diverse needs of gifted learners (practice 2a).</li><li>• Outline the professional development offerings, which are aligned with the goals of the local AIG program (practice 4g).</li><li>• Identify the stakeholders involved with the development of the plan and ensure that the group is representative of the diverse demographics of the district (practice 5c).</li><li>• Describe how the local AIG plan was developed (practice 6a).</li><li>• Outline the district (or charter school) efforts to monitor the implementation of the plan (practice 6b).</li><li>• Outline the systems and processes in place to maintain and analyze multiple sources of student achievement and growth data, as well as annual dropout data for gifted learners (practice 6d).</li><li>• Identify the data to be gathered and analyzed during comprehensive program evaluation (practice 6h).</li><li>• Ensure the current grievance procedures and other parent safeguards are within the body of the plan (practice 6j):<ul style="list-style-type: none"><li>○ Informed consent for identification</li><li>○ Informed consent for placement</li><li>○ Reassessment procedures</li><li>○ Transfers from other LEAs</li><li>○ Procedures to resolve disagreements</li></ul></li></ul>
<b>Final editing notes:</b>	<ul style="list-style-type: none"><li>• Download the completed local AIG Plan for the editing process.<ul style="list-style-type: none"><li>○ Check the formatting of items to ensure that bullets, tables, and lists appear correctly when printed.</li><li>○ Proofread to ensure internal notes are removed from final copy of plan and check for grammatical and spelling edits.</li></ul></li><li>• Revisit the plan to make any final edits prior to the Local Board of Education presentation. Download again.</li></ul>
<b>Local Board of Education Presentation and Submission</b>	<ul style="list-style-type: none"><li>• Use the downloaded plan to present to your LBE. Once LBE approves, download the completed local AIG Plan as a PDF document and post on the district website to share with stakeholders.</li></ul>

For questions or concerns, please contact either:

- Beth Cross ([beth.cross@dpi.nc.gov](mailto:beth.cross@dpi.nc.gov))
- Stephanie Cyrus ([stephanie.cyrus@dpi.nc.gov](mailto:stephanie.cyrus@dpi.nc.gov))