

August 15, 2016

TO: All ESE Specialists, Gifted Coordinators and LEA Designees

FROM: Zuzel Rodriguez, Curriculum Supervisor for Gifted  
The Department of Math, Science and Gifted

SUBJECT: **LOCAL EDUCATION AGENCY (LEA) REQUIREMENTS FOR GIFTED**

In Broward County, the principal has the authority to designate the ESE Specialist or other qualified personnel as the LEA representative for EP meetings. The LEA for gifted must have a working knowledge of the Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students (SP&P), as well as the attached Procedural Guide for Gifted Education.

Please review the attached information with key personnel at your school and return the enclosed LEA Agreement for Delivery of Gifted Services on or before **September 5, 2016**. Copies of each school's LEA Agreement for Delivery of Gifted Services will be provided to the Florida Department of Education as requested. Signature on the LEA Agreement for Gifted indicates an understanding of the responsibilities of the role of the LEA and that you will comply with the procedures as outlined.

The Procedural Guide for Gifted has been revised for the 2016/2017 school year. You must download the guide along with the LEA Memo and Agreement and review it before signing. Once completed, please scan and email back to [zuzel.rodriguez@browardschools.com](mailto:zuzel.rodriguez@browardschools.com).

If you need further information, or have questions regarding the attached information, you may contact **Zuzel Rodriguez, Curriculum Supervisor for Gifted at (754)321-2119**.

Attachment #1- Procedural Guide for Gifted Education

**LEA AGREEMENT FOR DELIVERY OF GIFTED SERVICES**  
**Please return by September 5, 2016**

The signatures below indicate appropriate school staff reviewed and understand the attached information. The school will meet the requirements for delivery of gifted services outlined in the Gifted Procedural Guide. The LEA designee will attend scheduled meetings/trainings held by the Gifted team in the Innovative Learning Department pertaining to gifted education.

School Name: \_\_\_\_\_

Principal Name: \_\_\_\_\_ Signature: \_\_\_\_\_

LEA Designee: \_\_\_\_\_ Signature: \_\_\_\_\_

**ONE ADDITIONAL GIFTED-ENDORSED STAFF MEMBER (or teacher on an out-of-field waiver working towards endorsement) MUST BE DESIGNATED AS AN ADDITIONAL POINT OF CONTACT RELATED TO GIFTED PROCEDURES:**

Designee Gifted Endorsed Point of Contact #1

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please list all of the teachers at your school currently providing gifted services along with their grade level and whether they are gifted endorsed or on an out-of-field waiver.

<b>Teacher Name</b>	<b>Grade</b>	<b>Endorsed or Out-of-Field</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

If you have more than twelve teachers providing gifted services please attach an additional sheet with the above information.

**Email your signed agreement to Zuzel Rodriguez, Curriculum Supervisor for Gifted and Talented, at the Department of Math, Science and Gifted at [zuzel.rodriquez@browardschools.com](mailto:zuzel.rodriquez@browardschools.com) by September 5, 2016.**