

# Written Education Plan (WEP) Checklist

Ohio Administrative Code, 3301-51-15 (OAC 3301-51-15), the *Operating Standards for Identifying and Serving Gifted Students*, states:

*“Gifted services will be guided by a written education plan (WEP). The district will provide parents with periodic reports regarding the student's progress toward meeting goals and the effectiveness of the services provided by the WEP.”*

The following checklist is designed to assist district’s with ensuring locally developed WEPs include all components outlined in OAC 3301-51-15.

A WEP must include a description of gifted services. The description of gifted service includes the following components:

- Student goals, including but not limited to measurable academic goals aligned with the Ohio Learning Standards for the student, and may also include curricular, guidance, and instructional practices that support the student’s social and emotional needs;
- Methods and performance measurements for evaluating progress toward achieving specified goals;
- Methods and schedule for reporting progress to students and parents;
- Staff responsible for ensuring the delivery of services;
- Policies regarding waiver of assignments and scheduling of tests missed while participating in gifted services provided outside the general education classroom;
- Date the WEP will be annually reviewed for possible revision; and
- An explanation of how the gifted service meet the student’s documented strengths, educational needs, and goals for the student.

In addition, OAC 3301-51-15 states the following:

*“The district will make a reasonable attempt at the commencement of services and each year thereafter to obtain parent input on the WEP and the parent’s signature on the WEP.”*

For questions related to locally developed WEPs, contact [gifted@education.ohio.gov](mailto:gifted@education.ohio.gov).