Attendance policy:

This policy is formulated on the fact that missing one class of the gifted and talented endorsement is equal to missing two-three classes of a regular course. We recognize that teachers may have to miss one class due to parent teacher interviews but that will be counted as one missed class. Participants are expected to attend classes that may be held during spring break or other school breaks.

The following is the attendance policy for all classes of the Gifted and Talented offered through CITES.

- Two missed classes, excused or unexcused - loss of a full grade (from A to B for example).
- Three missed classes, excused or unexcused - no credit for the class.
- Missing one hour of class time, excused or unexcused (either by coming late or leaving early) will count as a missed class.

Exceptions to this policy may be considered through a written request to Dr. Barry Graff, CITES Professional Development Director.

Class Information

Classes are held at Mountain View High School in Orem, Utah on Tuesday evenings from 4:30 p.m. to 7:30 p.m.
How Do I Obtain the Endorsement?

1. Complete university coursework in each of the required areas.

2. Send
   A. your list of classes completed by:
      1. Instructor
      2. Class title
      3. Date of class
   B. your university transcript(s) (photocopies or internet transcripts are not acceptable) with the relevant content courses highlighted
   C. the completed application which can be downloaded at https://www.somewehbsites.education/file/j345c9a6-5f8b-495e-a6cd-e307719b479e (approval will be posted to CACTUS.)

To:

   CITES
   Attn: Alena Allred
   149 MCKB
   Provo, UT 84602

3. We will verify the information, write a letter confirming the completion of the required classes, and submit all documentation to the BYU Education Student Services Offices who will send it to the State.

FOR MORE INFORMATION PLEASE CONTACT:

- Alpine District
  Shari Taylor
  801-610-8475

- Jordan District
  Rebecca Smith
  801.374.4800

- Provo District
  Karen Brock
  801.354.7400

- Nebo District
  Suzanne Kimball
  801.354.7400

- Wasatch District
  Eric Campbell
  435.654.0280