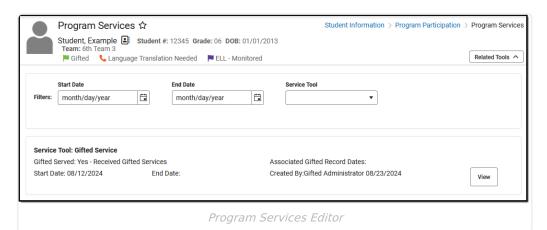# Program Services (Georgia)

Last Modified on 08/26/2024 2:06 pm CDT

Add a Program Services Record | End a Program Services Record | Gifted Services Detail Editor Fields | Print a Program Services Summary

Tool Search: Program Services

The Program Services tool displays program-related services a student receives. This article outlines how to use the Program Services tool for **Gifted Service** in **Georgia**. The Gifted Service functionality differs from the Gifted Program tool, which documents information at the student's time of eligibility.

 The main view of the Program Services tool displays the Program Editor, which lists all program services records in chronological order that have been recorded for the student.

Program Services Editor

Read - Access and view the Program Services tool.
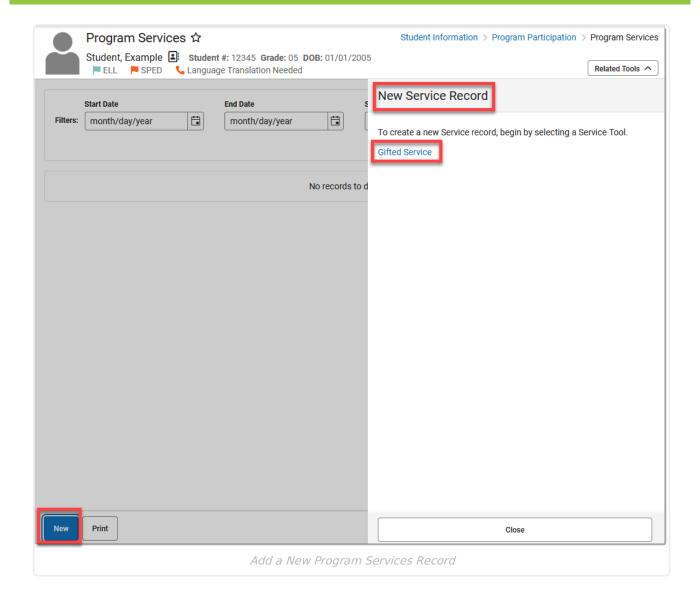**Write** - Modify existing Program Services records.
Add - Enter new Program Services records.
Delete - Permanently remove Program Services records.

See the Tool Rights article for more information about Tool Rights and how they function.

Use the Federal/State Program Updater tool to import Program Services records to this tool.
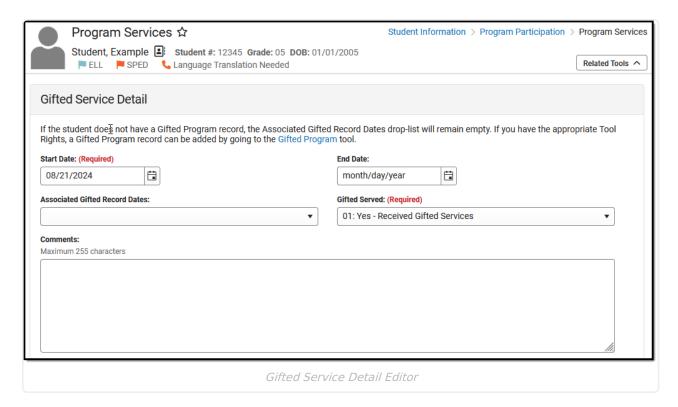
Add a New Program Services Record

Add a Program Services Record

1. Click **New** in the action bar across the bottom. A **New Service Record** side panel opens.
2. Select the appropriate **Service Tool** - Gifted Service. The Gifted Service Detail editor displays.

Gifted Service Detail Editor

3. Enter a **Start Date** *(required)* for when the student began receiving program services.

4. If applicable, select the **Associated Gifted Record Date** for which the services are provided.

> The **Associated Gifted Record Dates** drop list will remain empty if the student does not have a Gifted Program record. If you have the appropriate Tool Rights, add a Gifted Program record by going to the Gifted Program tool.

5. Select the appropriate **Gifted Served** (required) designation from the droplist.

6. Enter any **Comments** related to this record.

7. Click **Save** when finished. The new record is now listed below the School Year field.
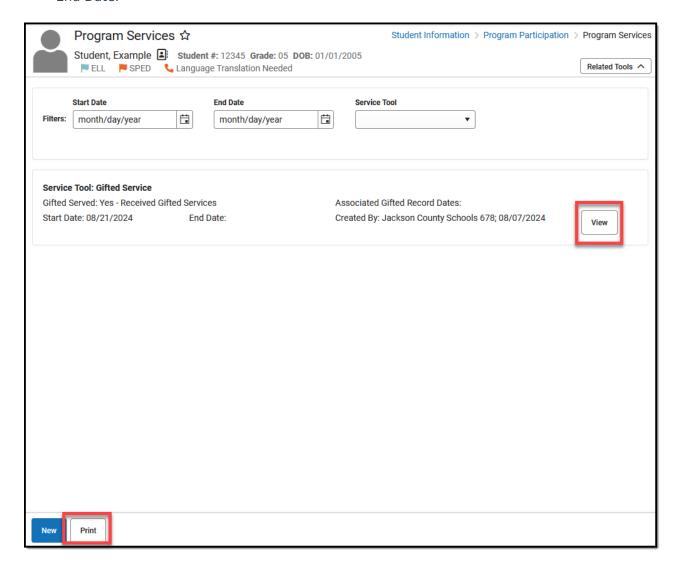
To display record details, click **View.** This opens the Program Detail for the selected record, where information can be viewed or modified. Select the View button to modify the Program Services record and make necessary changes. Click **Save** when finished.

End a Program Services Record

1. Click anywhere on an existing record to display the Program Information editor.
2. Enter an **End Date** for when the information for the current program service ended. End dates must be AFTER the start date.
3. Enter any **Comments** needed for this record.
4. Click **Save** when finished. The record is ended and is displayed on the Program Editor with an
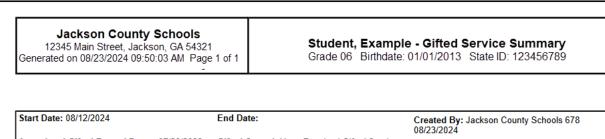
End Date.

Gifted Services Detail Editor Fields

Field	Description
Start Date *Required*	Indicates the date the student began receiving the program service.
End Date	Indicates the last date the student received the program service.
Associated Gifted Records	Droplist of Gifted record dates documented for the student under the Gifted Program tool.

Field	Description
Gifted Served *Required*	Identifies the reason the student was or was not served. 1: Yes - Received Gifted Services 2: No - Taking Dual Enrollment Courses 3: No - Gifted Services Suspended 4: No - Local Continuation Policy Criteria Not Met 5: No - Gifted Courses Not Offered
Comments	Additional information about the record.

Print a Program Services Summary

Click **Print** to generate a PDF summary of the student's Program Services.

Gifted Services Summary