

## GATE Form 1C- IDENTIFICATION PROCESS

1. All GATE Referral Forms will be filed in an area accessible by teachers. They are available online at: [www.emcsd.org](http://www.emcsd.org)
2. Teachers will fill out the *GATE Referral Form/Behavioral Characteristics of the Gifted (1A)* completely and obtain the Principal's signature. Forms will be returned if not signed by the Principal.
3. **Referral Deadlines: Grades 5-8: October 15<sup>th</sup> Grades 3-4: December 1<sup>st</sup>** All applications received after these dates will be placed on a waiting to attend the GATE Resource Room for the following year. These students must meet current eligibility criteria.
4. Principal gives the GATE Referral to the Site Psychologist.
5. The Psychologist will review the cumulative folder to determine whether the student may be eligible under the Intellectual, High Achievement, or Specific Academic Ability.  
If the student is not eligible under the above criteria, then an individual assessment may be required.
  - a. The psychologist will send home the GATE Permission to test form.
  - b. If the student does not qualify under one of these 3 areas: Intellectual, High Achievement, Specific Academic; but the parent or teacher recommends strongly that the student be recommended for GATE, the psychologist will give the teacher a TABS observation sheet and send a Parent Inventory (**Form 2P**) home.
  - c. The TABs Observation sheet must be accompanied by a portfolio of student work that provides support/evidence to the student's area of talent or giftedness. Select samples of *outstanding* work that can hold up to scrutiny. A team consisting of the teacher, principal and psychologist must decide whether or not the student qualifies under Situational Placement. Situational placement includes students being nominated for **artistic talent** (Forms 2DA, 2DA1) or **leadership talent** (Forms 2DL, 2DL1).
  - d. Situational Placement must be reviewed each year to see if the student can qualify under High Achievement or Specific Academic. If not, renew Situational Placement for another year.
6. Upon qualification of a student into the GATE Program, the Parent Approval Slip (Form 2M) will be sent home for parent signature. (Situational Placement has a different slip (Form 2N).
7. After slip has been returned, the psychologist will complete the GATE identification Form and also the Psychologist Report Cover Sheet (Form 2K, p.45).
  - a) Send to Chantal Cravens (GATE Program Specialist) at Wilkerson school
  - b) Make an extra copy of the Psychologist Report Cover Sheet (Form 2K)
  - c) Place this extra Form 2K in the Student Cum folder
8. Chantal Cravens will create a file for the student. The information should include:
  - a. Psychologist Report Cover Sheet (Form 2K, p.45)
  - b. Referral Sheet (Form 1A- pgs. 8-10)
  - c. Approval Sheet (Form 2M, p.48)
  - d. Identification Report (see pgs. 41-44)
  - e. Parent Confirmation Letter of acceptance into the program or Did Not Qualify Letter (Form 2Q), one copy sent to parent.
  - f. This file will be sent to the student's school and placed in his/her CUM folder.
  - g. Create a simple separate file to be filed in the GATE Resource Room for our records. This file will include Form 2K and parent permission form.
9. Chantal will enter student into Computer Data Base (currently, School Max).
10. Chantal Cravens will send the parent information packet to the school site, via the student, when the student will be attending the GATE Resource Room.
11. **DID NOT QUALIFY:** Psychologists place a copy of GATE Referral Sheet and the DID NOT QUALIFY Form (Form 2Q, p.60) in the cumulative folder.
12. **Transfer Students:** These students need to go through our screening process. Have previous district FAX over information on how the student was identified; send to Chantal Cravens at Wilkerson. FAX: 626-443-8659. Write TRANSFER in large letters at bottom of identification sheet.