



GATE Appeal Process

The *Multi-Criterion Matrix* provides a comprehensive approach to examining students for GATE programming. However, as with any data analysis it does not always capture a complete picture of each student. For this reason the board policy has always provided for a GATE Appeal Process as a secondary examination of extenuating circumstances that may inhibit a student's ability to demonstrate their gifts. The following documents are meant as a guide to that process and may be adjusted to the unique needs of each school site.

- Step 1: Parent/Guardian/Teacher/Staff familiar with the child requests an appeal via the *Request for Appeal Letter*. The applicant also submits additional documentation with the letter to support the reason for the request. The team will provide the district information (e.g. district grades, test scores, etc.).
- Step 2: The GATE team will convene and review the data via the *GATE Appeal Form* and *Multi-Criterion Matrix*. GATE Appeals for multiple students can be completed in one meeting.
- Step 3: One team member will record the results of the review for each student on the *GATE Appeal Team Meeting Notes*. The programming needs of the student should be the primary focus of each meeting.
- Step 4: The school psychologist will fill out the *GATE Review Report* and send a copy to the parent.
- Step 5: ALL forms will be placed in the student's cumulative file.
- Step 6: If the student has had a change in the designation, the administrator will contact Jorge Ho (or relevant party) in IT to make the change in the database.



REQUEST FOR APPEAL LETTER

Date: _____
Student Name: _____
Name of the person requesting the appeal: _____
Phone Number: _____
E-mail: _____

Reason for the appeal:

- Re-test**
- Identification for GATE cluster**
- Identification for GATE seminar**

Explain the reasons for the current appeal:

Please include any documentation that would support the team's decision (e.g. previous school records, student skills).

***Once the form is submitted the GATE team will conduct a full review and respond to the parent/guardian in writing.



Student Name:	
Date of Request:	
Reason for the Appeal:	
Teacher:	Grade:
Date of Birth:	Student ID Number:
Principal:	Email:
School Psychologist:	Email:
GATE Team Leader:	Email:
General Education Teacher:	Email:
Team Member:	Email:
Team Member	Email:
Team Member	Email:

GATE Appeal Form

GATE Appeal Checklist (items considered):

- GATE Appeal applicant letter of support
- Copies of SBAC/State standardized test scores
- Copies of previous report cards
- Benchmarks or other classroom assessments
- Recommendation of teacher(s)
- Previous GATE Score(s)/Classification
- (Optional) – Information on student’s achievements (e.g. awards, honors, etc.)