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.
### GATE Appeal Form

<table>
<thead>
<tr>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Date of Request:</td>
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<tr>
<td>Reason for the Appeal:</td>
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<tr>
<td>Teacher:</td>
<td>Grade:</td>
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<td>Date of Birth:</td>
<td>Student ID Number:</td>
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<tr>
<td>Principal:</td>
<td>Email:</td>
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<td>School Psychologist:</td>
<td>Email:</td>
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<td>GATE Team Leader:</td>
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<td>General Education Teacher:</td>
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<td>Team Member:</td>
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#### 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.)