



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Guidelines for Identifying Students as Gifted in the Intellectual Ability Category

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PURPOSE: The purpose of this reference guide is to provide guidelines for identification as gifted in the Intellectual Ability Category. Eligible students are students who attend a Los Angeles Unified School District (LAUSD) school.

MAJOR CHANGES: This reference guide replaces REF-5228.3, Guidelines for Identifying Students as Gifted in the Intellectual Category, dated August 6, 2019. It includes changes to the EZ Access system. One Access has replaced EZ Access as the system of record for account management and access to the District's My Integrated Student Information System (MiSiS).

BACKGROUND: The Los Angeles Unified Board of Education has adopted a plan for Gifted and Talented Education (GATE), which identifies District policies and procedures for identifying gifted learners in seven categories. The District's policies and procedures for gifted/talented identification are in accordance with California State requirements.

District Gifted and Talented Education (GATE) Policy

In compliance with applicable State statutes and regulations, the District adopted a comprehensive Gifted and Talented Education (GATE) Plan, which includes the identification of gifted/talented learners in seven categories and the provision of appropriate, differentiated instruction and services that address gifted learners' unique abilities, interests, and needs. Gifted/talented students includes all racial, ethnic, and socio-economic populations. As such, there are District policies and procedures in place to ensure equitable access to gifted education for all learners, particularly students from historically underrepresented populations.

ROUTING

Local District
Superintendents
Administrators of
Instruction
Directors
Community of Schools
Administrators
School Site
Principals
Assistant Principals
GATE Coordinators
Teachers



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GUIDELINES:

I. GIFTED IDENTIFICATION: INTELLECTUAL ABILITY CATEGORY

A. Identification Criteria for Intellectual Ability Category

1. The District has criteria specific to the Intellectual Ability Category.
2. The District has policies and procedures in place that ensure the equitable screening and assessment of diverse student populations.
3. The criteria used are a combination of qualitative and quantitative instruments, including a standardized intelligence test given by a designated GATE psychologist.

B. Evidence of Intellectual Ability

1. Intellectual ability may include possessing either potential or demonstrated ability to perform at an exceptionally high level in general intellectual ability and possessing a consistently outstanding mental capacity as compared to children of the same age, experience, or environment.
2. Intellectual ability is usually reflected in extraordinary performance in a variety of cognitive areas, such as abstract reasoning, logical reasoning, social awareness, memory, spatial relations, and the analysis, synthesis, and evaluation of information.

C. Standardized Intelligence Test Results

1. Score criterion for identification as *gifted* is based on scores ranging between the 95.0–99.8 percentiles.
2. Score criterion for identification as *highly gifted* is based on a score of 99.9 percentile.
3. Students who score between a 99.5 to a 99.8 percentile are considered *highly gifted applicable* and may apply to a highly gifted magnet program; selection is based upon space availability.
4. Students who have a Full-Scale Percentile Score of 90–94% on a Los Angeles Unified administered intellectual assessment and meet the federally defined poverty level (Meal Code No. 1, 2 or 5 in MiSiS) are eligible for gifted identification under the Intellectual Ability Category.

II. REFERRAL GUIDELINES

A. Students Eligible for Gifted/Talented Identification Referral

1. District procedures are designed to ensure that students from all populations in the District have access to the assessment process and, if identified, receive services.
2. Each academic year, referrals for identification are accepted for students in second semester kindergarten and above and whose general intellectual development is markedly advanced in relation to their chronological peers.



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3. Any student, whether or not a resident of the Los Angeles Unified School District, who is enrolled in a District school is eligible for a gifted/talented identification referral.
4. Referral of a student for identification as gifted/talented is initiated at the Los Angeles Unified school of attendance and can come from a teacher, parent, member of the community, peer, or a student may self-nominate.

B. Students Ineligible for Gifted/Talented Identification

1. Students who are enrolled in the following non-Los Angeles Unified schools are ineligible:
 - a. Private schools.
 - b. Independent charter schools either outside of Los Angeles Unified boundaries or not authorized by the District.
 - c. Home school programs not affiliated with the City of Angels, an independent study school for Los Angeles Unified School District or Los Angeles Unified Virtual Academies.

- C. Charter Schools-See Section VIII of this reference guide for information regarding referral procedures for affiliated and independent charter schools.

III. REFERRAL AND SCHOOL SCREENING PROCESS

A. School Site Administrator Annual GATE Responsibilities

1. It is the responsibility of the school administration to:
 - a. Understand the process for the assessment and identification of gifted and talented students for each category of identification (Attachment A).
 - b. Distribute each academic year information regarding:
 - i. Gifted/talented programs and services.
 - ii. Gifted/talented referral, screening and identification procedures and timeline.
 - c. Communicate through local school newsletter or announcements that referrals for gifted/talented identification are accepted from parents/families, teachers, students, peers, members of the community or the student can self-nominate any time during the school year prior to applicable District deadline for this identification category.
 - d. Support equitable access by distributing the following:
 - i. Gifted and Talented Categories of Identification, Attachment B (English/Spanish) addresses the referral process for gifted identification, at the beginning of each year school personnel must distribute the Gifted/Talented Categories of Identification document. It provides an overview of the gifted identification categories and process.



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- ii. Gifted/Talented Identification Referral Form, Attachment C (English/Spanish) is required for all referrals received from parents, peers, students, and members of the community.
 - iii. Gifted/Talented Identification Referral Form, Part 2, Attachment C-1 (English/Spanish), is **optional**. It may be used when the referrer would like to include additional information that was not included in Attachment C.
 2. It is also the responsibility of the school administration to:
 - a. Establish a Local School GATE Screening Committee that will oversee the school site's annual gifted/talented identification screening process for each of the District's seven categories of identification.
 - B. Local School GATE Screening Committee
 1. The committee is comprised of certificated staff, including the principal or a designee, GATE coordinator, and a teacher familiar with the characteristics of gifted/talented students.
 2. Members of the screening committee should understand how to identify and serve culturally, linguistically and economically diverse students.
 3. The Local School GATE Screening Committee must establish a process and a timeline to ensure that students from all populations in the school have access to referral and assessment.
 4. It is the responsibility of the GATE coordinator to distribute to teachers and staff the Local School GATE Screening Committee Referral Cover Sheet (Attachment D).
 5. Teachers/staff must submit Attachment D and all referral forms (e.g., Attachment C and C-1, if applicable) received from parents, peers, students, and members of the school community to the school GATE Coordinator.
 6. If gifted/talented identification does not reflect the demographics of the school, then site administration and the Local School GATE Screening Committee must:
 - a. Determine which populations are underrepresented and the extent of the disparity.
 - b. Take immediate action at the referral level to address underrepresentation, if applicable.
 - C. Screening Initiation Process for Students Attending Los Angeles Unified School District or Affiliated Charter Schools
 1. Before the on-site screening process can begin, a referral must be created in MiSiS at <http://achieve.lausd.net/MiSiS>.
 2. It is the responsibility of the school GATE coordinator to create the referral in MiSiS for each student referred for screening. This initiates the screening process.



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3. After a referral is created in MiSiS, Los Angeles Unified School District teachers/staff, including affiliated charters, are to complete the Teacher Checklist in MiSiS.
 4. Once a referral is created in MiSiS, school site screening must be scheduled within the next 30 days.
- D. School Site Screening Guidelines for Students Attending Los Angeles Unified or Affiliated Charter Schools
1. The Local School GATE Screening Committee must review the referral forms received from parents/families, teachers, students, peers, and members of the community for each referred student.
 2. Students referred for assessment/evaluation by the Local School GATE Screening Committee should exhibit any of the following: *potential* or *demonstrated ability* to perform in the exceptional range and/or possess the *characteristics* of gifted learners (See Attachment H).
 3. Evidence to support such abilities include, but are not limited to, the following quantitative and qualitative documentation:
 - a. District-approved test scores, e.g., OLSAT-8, SBAC, in the above average or advanced range
 - b. Report cards/grades
 - c. Quarterly/periodic assessments
 - d. Exemplary student work samples or products (any media format)
 - e. Teacher Checklist (Attachment H)
 - f. Parent Inventory Checklist (Attachment C and/or C-1)
 4. Evidence of exemplary ability or potential must be submitted for:
 - a. Students in kindergarten and first grade
 - b. Students whose scores/grades are not in MiSiS
 - c. Students whose scores/grades in MiSiS do not reflect their true ability or potential
 5. If the Local School GATE Screening Committee determines that a candidate is eligible for the referral, a signed copy of the Parent Consent for Assessment as Gifted and Talented Program Placement (Attachment E) form must be obtained. A signed copy needs to be filed in student's cumulative record.
 6. If the Local School GATE Screening Committee determines that a candidate does not meet the criteria for the referral, it is the responsibility of the school GATE coordinator to notify the parents.

IV. PROCEDURES FOR SUBMITTING A REFERRAL IN MISIS

- A. MiSiS-School GATE Coordinator User Role
1. Prior to initiating the online referral process, schools (including affiliated charters) must obtain schoolwide access to MiSiS for GATE referrals.



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2. The school site GATE coordinator must log in to <https://oneaccess.lausd.net>, click on *Manage/Edit Roles* under the MiSiS application, and then click on *New Request* to apply for a School GATE Coordinator user role. (User Role Request must be approved by the school administrator.)
3. Deadline
 - a. Students may be referred for assessment/reassessment any time during an academic year prior to the first week of April.
 - b. Intellectual Ability Category student referrals submitted just before the deadline cannot be guaranteed an assessment date before the end of the school year. Check with your local district designated GATE psychologist for current waitlist estimates.
 - c. Once a referral is created in MiSiS, the online referral should be completed within thirty days.
 - d. Matriculating students, i.e., 5th, 6th, and 8th graders, should be referred prior to the first week of December.
 - e. All referrals in MiSiS must be completed, including the required fields, Teacher Checklist, and parent consent prior to the deadline.

B. MiSiS Login

1. The school GATE coordinator will log in to MiSiS at <http://achieve.lausd.net/MiSiS>, using the Single Sign-on and Password (must enter MiSiS under the School GATE Coordinator user role) and completes the following:
 - a. Hover over the *ADMIN* menu and select Student GATE Search.
 - b. Enter student ten-digit ID number or student last and first name and click the Search button.
 - c. Click on the name link and start the GATE Referral by selecting the category from the drop-down list and clicking the Submit button.

C. MiSiS Tasks

1. The school GATE coordinator will complete all of the following bolded fields under School Required Section:
 - a. **Referral**
 - b. **Screening** (assign staff to complete Teacher Checklist)
 - i. Click the Save button after assigning Teacher Checklist. This button may be used throughout the online referral process to save work and return at a later time.
 - ii. Note: Teacher Checklist must be completed before proceeding to the next field.



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c. **Screening Committee Report**

2. The school GATE coordinator will click the Submit button when all fields are complete, “Required Documents...” box is checked, and referral paperwork is ready for submission.

V. **SUBMITTING REQUEST FOR ASSESSMENT PACKETS**

A. Guidelines for Submitting Request for Assessment Packets

1. Submission of Request for Assessment Packet for students without appropriate screening is not permitted.
 2. The Request for Assessment Packet for each cost center must include current forms, signatures, and be assembled separately by identification category.
 3. School personnel are to submit the following in the GATE referral documents:
 - a. *Parent Consent for Assessment and Program Placement* (Attachment E)
 - b. *Request for Assessment Form* (Attachment F)
 - c. Copy of current IEP or Section 504 Plan, if applicable
 - d. Approved *Fee-for-Service* form, if applicable
 - e. Work samples for kindergarten and first grade referrals
 4. For scanning purposes, each document in a referral packet must meet the following guidelines:
 - a. Legible, one-sided originals, blue/black ink, white paper, no staples or highlighted areas.
 - b. Incomplete or illegible documents will be returned to the schools which will result in a delay in processing.
 5. Submit Intellectual Ability Request for Assessment Packets to the designated GATE psychologist serving your school.
 - a. For contact information for the designated GATE psychologists serving schools in your local district, refer to the Designated GATE Psychologist Directory, Attachment J.
 - b. Required paper documents must be submitted via school mail or U.S. Postal service.
 - c. To avoid delays, do not mix your Intellectual referrals with any other categories.
 6. Student documentation submitted by fax or email will not be accepted.
- B. If a Request for Assessment Packet is incomplete, not submitted correctly, or there is no evidence that an on-site screening was conducted, the packet will not be time-stamped and will be returned to the school, resulting in a delay in processing. A school will have 30 days to resubmit a returned Request for Assessment Packet.



VI. ASSESSMENT PROCESS

- A. Assessment Conducted by the Designated GATE Psychologist
 - 1. Intellectual Ability Category testing is scheduled in the order a fully completed Request for Assessment Packet is received by the designated GATE psychologist servicing the school.
 - 2. After conducting the assessment, the designated GATE psychologist enters student results in MiSiS.
- B. Test Invalidation
 - 1. Testing will be discontinued immediately and all tests administered may be invalidated if the:
 - a. Designated GATE psychologist has reason to believe that a student has been prepped for the test by using sample questions taken from an actual intelligence test, or
 - b. Test results show irregularities, i.e., test results fall significantly outside of statistical norms, or
 - c. Test security may have been compromised.
 - 2. The designated GATE psychologist at the Local District determines whether there is a need for reassessment. If a reassessment is deemed appropriate, the reassessment, using a different test instrument, will be scheduled within 30 days of the initial administration.
- C. School or Parent Reassessment Request
 - 1. If the school/parent requests a reassessment, there must be significant documentation to show that the initial administration was an underestimate of the student's potential.
 - 2. A parent request for reassessment, approved by the local school administrator, must be submitted to Gifted/Talented Programs by the first week in April of each school year. See Request for Reassessment as Gifted/Talented in the Intellectual Category (Attachment G).

VII. SCHOOL NOTIFICATION OF STUDENT ELIGIBILITY

- A. Eligible and Ineligible Status
 - 1. Gifted/Talented Programs office staff will mail notification letters regarding student eligibility status to schools.
 - 2. It is the responsibility of school personnel to forward the notification letters of either a student's eligibility or ineligibility to parents of students referred for gifted assessment/evaluation in the Intellectual Ability Category within 30 days.
- B. Parent Notification Letters
 - 1. School personnel with an approved user role, e.g., GATE coordinator, can access a copy of the notification letter through MiSiS.



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2. To download the notification letter:
 - a. Log in to <http://achieve.lausd.net/MiSiS>
 - b. Click on the following:
 - i. Reports
 - ii. GATE
 - iii. GATE Notification letter
- C. GATE Student Roster: Authorized school staff can generate a GATE student roster of identified students by:
 1. Logging in to <http://achieve.lausd.net/MiSiS>
 2. Click on the following:
 - a. Reports
 - b. GATE
 - c. GATE Student Roster
- D. Student_Results
 1. Parents may request, in writing, student results from the GATE office by completing the request form available at <http://achieve.lausd.net/gate>.
- E. Documentation of Parent Notification
 1. Once parents are notified, it is the responsibility of school personnel to document this in MiSiS.
 2. School personnel will enter a checkmark (✓) in MiSiS on the “*Notification of Eligibility Sent...*” under Screening Committee section and confirm student identification status.
- F. Cumulative Record
 1. A copy of the notification letter must be filed in the student’s cumulative record.
 2. If the student transfers to another school, the cumulative record is forwarded to the new school.
- G. Gifted/Talented Services
 1. Once identified, students must be provided quality differentiated educational programs and resources to promote student achievement.
 2. The informative, *Gifted/Talented Programs Overview*, detailing Districtwide program options (English/Spanish) must be distributed to “eligible” students only.
 3. The informative is mailed to schools with the *Notification of Eligibility* by the GATE office. It is also available for download on the GATE webpage, <http://achieve.lausd.net/gate>, in the Parents section.
 4. It is the responsibility of the site administration to ensure that all identified gifted learners are included in gifted clusters, classes and services.



VIII. REFERRAL PROCEDURES FOR AFFILIATED AND INDEPENDENT CHARTER SCHOOLS

A. Charter School Students

1. Independent and affiliated charter schools may request evaluations for identification of students through the Fee-for-Service process by contacting the Charter Schools Division at (213) 241-0399.

B. Fee-for-Service Process

1. Designated school personnel will complete the Fee-for-Service form and submit referrals as soon as the principal's signature is obtained.
2. Use one Fee-for-Service form for each category and/or program.
3. An original Fee-for-Service form must be included with the referral packet. Failure to include the Fee-for-Service form will create delays in processing.
4. For filing purposes, fax signed copies to: Charter Schools Division, (213) 241-2054 and Gifted/Talented Programs, Attn: Fee-for-Service, (213) 241-8975.

C. Independent and Affiliated Charter Schools Student Referrals and Requests for Assessment or Application for Identification

1. Independent and affiliated charter schools, referring students for identification, must be located within LAUSD boundaries and authorized by Los Angeles Unified School District.
2. Only affiliated charter school GATE coordinators can create a referral in MiSiS.
3. In addition to the items delineated in Section V of this reference guide, independent charter schools must submit the following to the designated GATE psychologist:
 - a. Test scores, report card grades and proper signatures
 - b. *Teacher Checklist for Intellectual Ability* (Attachment H)
 - c. *Application for Identification as Gifted* (Attachment I) which must include original signatures and date that application is signed
 - d. Proof of poverty level eligibility
4. For additional information regarding referral and screening requirements, refer to Section III of this reference guide.
5. See Attachment J for a list of the designated GATE psychologists.

D. Confirmation of Services

1. Gifted/Talented Programs Office will send a completed *Confirmation of Services* (COS) form for the school administrator's signature.
2. Upon receipt of the signed form, Gifted/Talented Programs office will forward the signed COS form to the Charter School Division for final billing.



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3. Schools are not billed if services are not rendered.

E. School Notification of Student Eligibility

1. Gifted/Talented Programs will mail the *Notification of Eligibility* to the affiliated or independent charter schools.
2. The charter school is to distribute the parent notification letters.

For information regarding District policy for the gifted/talented identification procedures and requirements, refer to BUL-269.11, Policy for Assessing and Identifying Students for Gifted/Talented Programs.

ASSISTANCE:

For specific guidance, please contact the appropriate designated GATE psychologist or District office:

- **MiSiS and MyData:** Call IT Helpdesk at (213) 241-5200, Option 5, or to open a ticket, go to <https://achieve.lausd.net/MiSiS>.
- **Fee-for-Services:** Contact the Charter School Division at (213) 241-0399.
- **Guidelines and Referral Procedures:** Contact Wynne Wong-Cheng, Coordinator, Psychological Services (Identification), Gifted/Talented Programs, Advanced Learning Options, at (213) 241-6500.
- **Designated GATE Psychologist:** See Attachment J for the Designated GATE Psychologist Directory.