



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TB TITLE: District Talent Assessment Schedule: Visual Arts Demonstrations and Performing Arts Auditions for Identification as Gifted/Talented

NUMBER: MEM-6347.6

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ROUTING
 Local District
 Superintendent
 Administrators of Instruction
 CoS Administrators
 Directors
 School Site Principals
 GATE Coordinators
 Teachers

DATE: August 31, 2020

PURPOSE: This memorandum delineates the referral and assessment process for gifted identification in the Visual Arts Ability and Performing Arts Ability Categories. It also addresses the 2020–2021 District Talent Assessment Schedule: Visual Arts Demonstrations and Performing Arts Auditions.

MAJOR CHANGES: This memorandum replaces MEM-6347.5 dated August 6, 2019, and informs school staff of the 2020-2021 submission dates.

INSTRUCTIONS: I. BACKGROUND

Students in grades 2–12 attending L.A. Unified schools and residing within L.A. Unified boundaries, who originate, perform, produce, or respond at exceptionally high levels in the arts may be referred for identification as gifted in the Visual Arts Ability (drawing and painting) and Performing Arts Ability (dance, drama and voice) categories.

II. REFERRAL FOR IDENTIFICATION AS TALENTED

A. Referral Process

1. Referrals for gifted/talented identification are accepted from parents/families, teachers, students, peers, members of the community or the student can self-nominate.
2. School staff may refer to BUL-269.10, *Policy for Assessing and Identifying Students for Gifted/Talented Programs*, dated August 6, 2019, for step-by-step instructions regarding referral policy.

B. Guidelines for Identifying Students as Gifted in the Visual Arts Ability and Performing Arts Ability Categories

1. The current screening and referral forms are available on the GATE website at <http://achieve.lausd.net/gate> under “District Communications” or by logging onto MyLAUSD and selecting the reference guide, REF-5234.2, *Guidelines for Identifying Students as*



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Gifted in the Visual and Performing Arts, dated August 6, 2019.

2. REF-5234.2 also details the procedures for the screening, referral and assessment of students in the visual and performing arts.

C. Screening Process for Students Attending L.A. Unified or Affiliated Charter Schools

1. School personnel and affiliated charter schools create referrals in MiSiS.
2. Independent charter schools within L.A. Unified boundaries request evaluations for identification of their students through the Fee-for-Service process by contacting the Charter Schools Division at (213) 241-0399.

D. School Screening

1. The Local School Screening Committee is responsible to ensure that the referral of students is an equitable, inclusive process.
2. School staff must:
 - a. Review student data and verify student potential before submitting the referral to Gifted/Talented Programs, Advanced Learning Options.
 - b. Ensure all screening documents (teacher checklist/parent/other referral forms) are complete before filing in student cumulative record.
 - c. Ensure all referral and screening forms are current and include signatures for the current school year.
3. Although it is appropriate for staff to consider a student for both categories, a student can participate in only one event on a given date.
4. Should a student meet the criteria for both Visual Arts and Performing Arts categories, school personnel must request only one of the categories.

E. Submission Guidelines: Request for Assessment Packet

1. All referrals must be created in MiSiS. It is essential that schools ensure that student addresses in MiSiS are current and accurate.
2. Each document in an assessment packet must meet the following criteria: legible, one-sided originals, blue/black ink, white paper, no staples or highlighted areas.
3. Student documentation or requests for auditions/demonstrations submitted by fax or e-mail will not be accepted.
4. Incomplete student documents will not be processed until required documentation is submitted.
5. Do not include a submission for students matriculating at the end of the school year.
6. *Application for Identification as Gifted/Talented* is required for independent charter schools only. See REF-5234.2, Attachment I. Attachment I will not be accepted for students enrolled in L.A. Unified



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and affiliated charter schools.

F. Request for Assessment Packet

1. A Request for Assessment Packet for each cost center must include current forms and signatures and be assembled separately by identification category.
2. A Request for Assessment Packet must include the following forms which are available in REF-5234.2, *Guidelines for Identifying Students as Gifted in the Visual and Performing Arts Categories*, dated August 6, 2019:
 - a. *Request for Assessment Form* (Attachment F)
 - b. *Signed Parent Consent for Assessment and Program Placement* (Attachment E)
 - c. Copy of current IEP or Section 504 Plan, if applicable
 - d. *Application for Identification as Gifted/Talented—Independent charter schools only* (Attachment I)
 - e. Approved Fee-for-Service form, if applicable
3. Independent charter schools must provide, if applicable, official documentation of poverty status eligibility on school letterhead.

G. Mailing Request for Assessment Packet

1. Submit Visual Arts and Performing Arts Requests for Assessment Packets via school mail or U.S. Postal service to:

School Mail	U. S. Mail	Telephone
Gifted/Talented Programs Advanced Learning Options Beaudry Site, 25th Floor ATTN: [Indicate Category]	Gifted/Talented Programs Advanced Learning Options 333 S. Beaudry Ave. Beaudry Site, 25th Floor Los Angeles, CA 90017 ATTN: [Indicate Category]	(213) 241-6500

2. To avoid delays, do not mix your Visual Arts Ability and Performing Arts Ability Category referrals with any other category of identification.

III. DISTRICT TALENT ASSESSMENT REQUIREMENTS

In preparation of District Talent Assessment, school site personnel must distribute the appropriate requirement information to parents/guardians of referred students.

- A. Visual Arts Demonstrations: For visual arts demonstrations requirements, refer to REF-5234.2, *Guidelines for Identifying Students as Gifted in the Visual and Performing Arts*, page 2 of Attachment E (VA).
- B. Performing Arts Auditions: For performing arts requirements, refer to REF-5234.2, *Guidelines for Identifying Students as Gifted in the Visual and Performing Arts*, page 2 of Attachment E (PA).



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IV. GIFTED/TALENTED PROGRAMS REVIEW AND ASSESSMENT PROCESS

- A. Application Review: Gifted/Talented Programs, Advanced Learning Options, will:
1. Review all assessment packets and request missing items.
 2. Determine space availability after reviewing all student applications.
 3. Gifted/Talented Programs, Advanced Learning Options, will send an invitation to participate to students via U.S. Postal Service. Included with the invitation are the dates, location, time and demonstration/audition requirements.
- B. Assessment Process: Gifted/Talented Programs, Advanced Learning Options, will:
1. Enter student results in MiSiS.
 2. Mail notification letters regarding student eligibility status to schools and parents.
 3. Prepare student documents for scanning (student evaluation status is available in FileNet).
 4. Parents may request student's results in writing to the Gifted/Talented Programs office by completing the request form available under "Identification" at <http://achieve.lausd.net/gate>.

V. DISTRICT TALENT ASSESSMENT PROCEDURES AND SCHEDULE

- A. The District Talent Assessment is conducted by Gifted/Talented Programs, Advanced Learning Options. Information regarding the 2020-2021 District Talent Assessment Schedule will be released in October 2020.
- B. District Talent Assessment Procedures:
1. Students will receive an invitation letter to participate in the audition or demonstration. This invitation letter must be presented at the audition or the demonstration.
 2. If a student does not report at the assigned time, the student's referral will be marked as a "no show" in MiSiS.
 3. If the number of applicants exceeds the capacity, applicants will be scheduled for the next assessment date.
- C. Cancellations:
1. If the student must cancel, parents/guardians have the option to select the next available assessment date by notifying the Gifted/Talented Programs office.
 2. A request to cancel a student's participation in an audition or demonstration must be submitted in writing by the parent/guardian to the GATE office prior to the assessment date.



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RELATED RESOURCES:

- For information regarding student assessment eligibility and the school’s responsibility, refer to BUL-269.10, *Policy for Assessing and Identifying Students for Gifted/Talented Programs*, dated August 6, 2019.
- For screening process and referral forms, refer to REF-5234.2, *Guidelines for Identifying Students as Gifted in the Visual Arts Ability and Performing Arts Ability Categories*, dated August 6, 2019.

ASSISTANCE:

For specific guidance, please contact the appropriate office:

Item	Office	Phone Number
MiSiS	Call the IT Helpdesk; select Option 5	(213) 241-5200
	To open a ticket, contact the IT Helpdesk Online at http://achieve.lausd.net/MiSiS	
Fee-for-Service Procedures:	Contact the Charter Schools Division	(213) 241-0399

For identification guidelines and referral procedures, contact Wynne Wong-Cheng, Coordinator, Psychological Services (Identification), Gifted/Talented Programs, Advanced Learning Options, at wynne.wong@lausd.net or (213) 241-6500.