



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

**TITLE:** Schools for Advanced Studies (SAS): Reporting Student Participation in MiSiS

**NUMBER:** MEM-6854.3

**ISSUER:** Alison Yoshimoto-Towery, Interim Chief Academic Officer  
 Division of Instruction

Arzie Galvez, Director  
 Advanced Learning Options

**DATE:** September 3, 2019

**ROUTING**  
 Local District  
 Superintendents  
 Administrators of Instruction  
 Directors  
 School Site Principals  
 GATE Coordinators  
 Teachers

**PURPOSE:** This memorandum delineates the procedures for reporting Schools for Advanced Studies (SAS) student participation data in My Integrated Student Information System (MiSiS). All designated SAS sites (including affiliated charter sites) are required, annually, to report SAS student participation data for qualified SAS participants.

**MAJOR CHANGES:** This memorandum replaces the Division of Instruction MEM-6854.2, *Schools for Advanced Studies (SAS): Reporting Student Participation in MiSiS*, dated December 14, 2018. The deadline to report current SAS student participation is Friday, December 20, 2019.

**INSTRUCTIONS: I. BACKGROUND**

- A. LA Unified Gifted and Talented Education (GATE) Plan
  - 1. LA Unified as a local education agency, or LEA, has the authority to determine program guidelines and policies regarding all aspects of Gifted and Talented Education (GATE).
  - 2. With passage of the Local Control Funding Formula (LCFF), the California Department of Education (CDE) provides funding to LEAs to develop unique educational opportunities for high-achieving and underachieving pupils in California public elementary and secondary schools.
  
- B. Schools for Advanced Studies (SAS) Designation
  - 1. The Schools for Advanced Studies (SAS) designation, which started in the 1998–1999 school year, was created to recognize District schools for exemplary Gifted and Talented Education (GATE) implementation.
  - 2. Every five years, Gifted/Talented Programs invites District schools to submit an application for the SAS designation. After reviewing SAS applications, Gifted/Talented Programs selects schools for SAS designation based on the following:
    - a. the quality of the school site’s GATE instructional program
    - b. documentation of the school’s proven commitment and ability to offer a sustained, highly effective GATE program that includes essential GATE components, including:
      - i. gifted identification



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- ii. differentiated instruction
  - iii. academic achievement of gifted/talented learners
  - iv. knowledgeable and skilled staff
  - v. parent/family/community engagement
3. SAS sites must provide high-level academic opportunities that meet the unique educational needs of K–12 gifted learners, identified in the Intellectual Ability, High Achievement Ability, Specific Academic Ability, Creative Ability and Leadership Ability categories or verified based on critical thinking/achievement.
  4. Schools for Advanced Studies (SAS) is a designation given to a resident school’s Gifted and Talented Education (GATE) program. Students residing within school boundaries of a designated SAS site who meet the eligibility criteria qualify for SAS and therefore, must be placed in the site’s SAS gifted/talented program (unless parent has opted out). All qualified students residing within school attendance boundaries must be accommodated before any applicants from outside school boundaries are enrolled. No formal application is required for a qualifying student residing within school boundaries since SAS is the school site’s GATE instructional program for its students.
  5. Qualified students currently enrolled in grades Pre K–11 who reside outside of a school site’s attendance boundaries, but who reside within LAUSD boundaries, may apply for an SAS site through the Choices application process. (Note: Affiliated charter schools with the SAS designation do not participate in the SAS enrollment process.)
  6. Acceptance to an SAS site is based on the student meeting eligibility criteria and availability of space after all qualified students residing within school attendance boundaries are accommodated.
  7. GATE/SAS classes must include SAS students who meet any of the three eligibility criteria.
  8. SAS participants should not be intentionally separated or “tracked” based on resident status, gifted identification status, test scores, etc.
  9. SAS sites must adhere to minimum clustering requirements of identified gifted students per class, e.g., 5-8 identified gifted students in elementary and 15-25 identified gifted students in secondary. Refer to MEM-6244.6, *Annual GATE Report*, August 6, 2019, for best practices related to GATE/SAS clustering.

## II. SCHOOLS FOR ADVANCED STUDIES (SAS) PARTICIPATION DATA

### A. SAS Student Eligibility Criteria

1. Students identified as gifted/talented in the Intellectual Ability, High Achievement Ability, Specific Academic Ability, Creative Ability or Leadership Ability categories.
2. Students who scored in the “Standard Exceeded” range on the most recent SBAC assessment in both English Language Arts and Math, or have total national scores of 85% or above on a District-approved standardized achievement test in required areas (most recent year only).



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3. Students who demonstrate the ability to meet all four of the critical thinking and problem-solving skills in their primary language and demonstrate the ability *or strong potential* to work two years above grade level in academic subjects.
  - a. Explain meanings or relationships among facts, information or concepts that demonstrate depth and complexity.
  - b. Formulate new ideas or solutions and elaborate on the information.
  - c. Use alternative methods in approaching new or unfamiliar mathematical problems.
  - d. Use extensive vocabulary easily and accurately to express creative ideas.
4. In addition to meeting all four critical thinking and problem-solving skills criteria, SAS kindergarten participants must meet at least ten items on the SAS Kindergarten Readiness Checklist.
5. For more information about qualifying subtests and detailed exemplars of critical thinking and problem-solving skills, refer to the memorandum entitled, *Online Verification for Gifted Magnet and Schools for Advanced Studies (SAS) Applicants*, released fall 2019.

### B. MiSiS SAS Participation Screens

1. There are three SAS screens available in MiSiS for approved SAS school site MiSiS user roles (Principal, School GATE Coordinator, Counselor and Office Manager). SAS screens are utilized by site personnel to complete the following tasks:
  - a. report and monitor SAS student participation data
  - b. ensure equitable and appropriate scheduling and clustering
  - c. inform the instruction for gifted/high ability students at the resident school
2. Student participants residing within school boundaries and students residing outside school boundaries must be reported in MiSiS.
3. SAS participation flagging should be completed only for students enrolled at the resident cost center. Students enrolled in other cost centers on the campus, e.g., Magnet, Dual Language, etc., cannot be flagged as SAS, even if they meet SAS criteria.
4. Mass SAS Update Screen
  - a. The mass SAS update screen, which enables SAS sites to view a list of all enrolled students who meet gifted identification or test score criteria, is available in the MiSiS Admin tab (click Manage GATE and Manage Mass Student SAS Participation).
  - b. SAS site personnel must:
    - i. confirm participation and resident status for each student included on the mass update list. (For the mass update, MiSiS will auto-populate date of entry.)
    - ii. enter a start date and anticipated matriculation date. (MiSiS will auto-populate the current date as the start date and June 30 of the student's matriculation year as the matriculation date. Both dates are editable.)
  - c. SAS site personnel should complete this mass update procedure for



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- both SAS participants residing within school attendance boundaries and participants residing outside school boundaries by December 20, 2019, and as needed throughout the year to add newly qualified SAS participants.
- d. The mass update list is updated weekly based on data in MiSiS.
  - e. Once a student on this list is flagged for SAS participation, the student's name is removed from the mass update list and is included on the SAS Student Roster.
  - f. A step-by-step Job Aid entitled, *Managing Mass Student Schools for Advanced Studies (SAS) Participation*, is available on the MiSiS webpage at: <http://achieve.lausd.net/Page/4817>
5. Manually Adding Individual SAS Participation Records
- a. The individual SAS update screen allows SAS sites to create individual SAS participant records for students who meet the critical thinking and problem-solving skill criteria or for new students whose data is not available in MiSiS, i.e., qualified students who are not included on the mass update list and must be manually added.
  - b. SAS site personnel will enter resident status, current participation criteria, e.g., "Verified with Four Critical Thinking Criteria," start date and anticipated matriculation date for individual students. (For the individual update, the start date is the date the SAS record is created in MiSiS.)
  - c. An individual SAS participant record can be added from the MiSiS student profile screen (click Services tab and Schools for Advanced Studies).
  - d. SAS site personnel should complete this individual update procedure for students residing both within school attendance boundaries and students residing outside school boundaries by December 20, 2019, and as needed throughout the year to add newly qualified SAS participants.
  - e. A step-by-step Job Aid entitled, *Managing Individual Student Schools for Advanced Studies (SAS) Participation*, is available on the MiSiS webpage at: <http://achieve.lausd.net/Page/4817>
6. SAS Student Roster
- a. Once an SAS student participation record is created in MiSiS, this student is included on the Schools for Advanced Studies Student Roster, which is available in the MiSiS Reports tab.
  - b. The SAS Student Roster is available for approved users in MiSiS. Click Reports, GATE, Schools for Advanced Studies Student Roster and View Report.
  - c. The SAS Student Roster includes a list of all current SAS participants with multiple data points, e.g., SAS participation criteria, resident status, gifted identification information, if applicable, etc.
  - d. Approved school site personnel may edit an SAS participation record if the student is enrolled at the site. However, the record cannot be deleted at the school site. If a school site user creates



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- an SAS participation record in error, please contact Gifted/Talented Programs immediately to delete the record.
- e. It is recommended that users download and save the report as a CSV or Excel file to optimize use of the data.
  - f. Additional GATE/SAS data reports are available using Focus Reporting and Dashboards.
  - g. Report any errors or technical difficulties with the SAS reporting process or SAS Student Roster immediately to Gifted/Talented Programs.
  - h. For technical assistance, SAS site personnel may contact Kevin Kilpatrick, District Coordinator, Gifted/Talented Programs, at (213) 241-6500.

### III. EXPECTATIONS FOR SAS SITES

- A. SAS sites must report SAS student participation data annually.
  1. The deadline to report current SAS student participation data is Friday, December 20, 2019.
  2. It is recommended that SAS sites conduct SAS reporting updates periodically throughout the year to add newly qualified students, e.g., newly enrolled students, those who meet gifted identification criteria mid-year, etc.
  3. SAS sites must complete both the mass and individual SAS update screens in MiSiS to ensure that all qualified students are reported and serviced in a timely manner.
  4. SAS student records will remain active at the SAS site until the “end date” that is reported by the school, i.e., anticipated date of matriculation, or until the student leaves the school.
  5. Once a student leaves the SAS site, the SAS participation record will remain in MiSiS as part of the student’s educational history.
- B. SAS Student Roster data must be shared with school site stakeholders, e.g., GATE/SAS teachers, counselors, etc., to ensure equitable and appropriate scheduling, clustering and instruction for participants.
- C. It is the District’s expectation that a school’s gifted identification and SAS participation reflect student demographics. If underrepresentation exists, school staff must take immediate action to ensure equitable access to GATE/SAS services.
- D. If available, the supplemental funding allocated to SAS sites by Gifted/Talented Programs, Advanced Learning Options, is intended to support site efforts to refer, identify and serve underrepresented gifted/talented students who are low income, English learners and/or foster youth (Targeted Student Populations).



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- E. Schools for Advanced Studies must maintain “Exemplary” Annual GATE Report status and comply with all SAS policies and procedures to maintain SAS designation.

**RELATED RESOURCES:**

Job Aids are available on the MiSiS webpage (<http://achieve.lausd.net/Page/4817>) to assist approved SAS site personnel with the following:

- *Managing Mass Student Schools for Advanced Studies (SAS) Participation*
- *Managing Individual Student Schools for Advanced Studies (SAS) Participation*

**ASSISTANCE:**

Face-to-face and virtual trainings are available on MyPLN to assist school site SAS personnel with SAS reporting procedures. To register:

- Log on to <http://achieve.lausd.net/mypln>
- Click Login to MyPLN and log in
- Click Search
- Type in SAS
- Select the event/session (*How to Report and Manage SAS Student Participation in MiSiS*) and click Request to enroll
- A confirmation email will be sent to you from MyPLN

For general GATE/SAS support, contact Gifted/Talented Programs, Advanced Learning Options, at (213) 241-6500 to contact the District administrator serving your Local District:

District Administrator	Local District	Email Address
Susanna Furfari	Northeast	<a href="mailto:susanna.furfari@lausd.net">susanna.furfari@lausd.net</a>
Dr. Robert Grubb	Northwest	<a href="mailto:rgrubb@lausd.net">rgrubb@lausd.net</a>
Dr. Lucy Hunt	Central	<a href="mailto:lhunt@lausd.net">lhunt@lausd.net</a>
Kevin Kilpatrick	South	<a href="mailto:kevin.kilpatrick@lausd.net">kevin.kilpatrick@lausd.net</a>
Dr. Nicole Niederdeppe	East	<a href="mailto:nnn8729@lausd.net">nnn8729@lausd.net</a>
Erin Yoshida-Ehrmann	West	<a href="mailto:emy2142@lausd.net">emy2142@lausd.net</a>

For technical assistance with the MiSiS SAS reporting process, SAS Student Roster or Focus, contact Kevin Kilpatrick, District Coordinator, Gifted/Talented Programs at (213) 241-6500.

For specific SAS policy questions, contact Erin Yoshida-Ehrmann, District Coordinator, Gifted/Talented Programs at (213) 241-6500.