GATE Information Form
August 3 2007

The **GATE Information Form** was designed to track student participation and eligibility in the GATE program as well as the GATE Referral and Evaluation process.

GATE students are identified through achievement, intelligence quotient (IQ), ability, test scores and motivation. Recommendations for GATE can be made by parent/guardian, student, or teacher. Classroom observations and portfolio assessment are some additional factors a district may use to identify GATE students.

Understanding the forms and their relationships is essential to maximizing the forms usage and ensuring that only pertinent information is reported to the GATE office.

From the **GATE Referral** form there are three main tabs, **General**, **Referrals** and **Tests**.

From the **General** tab one record must be added to the **GTE** table for a student prior to any other data being added. After a **GTE** record has been added the **Referrals** tab will allow you to add multiple records for a student.

A referral record **MUST** be added to the **GTR** table in order for the **Characteristics** and **Notes** tabs to display. Multiple characteristic records can be added to the **GTC** table from the **Characteristics** tab for each referral and multiple records can be added to the **GTN** table from the **Notes** tab.

The **Test** tab will allow you to add multiple testing records to the **GTT** table that are relevant to the selection and evaluation process.

Please be aware that Eagle Software’s objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries™*. However, Eagle Software recognizes that each school and district using *Aeries™* has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.
GENERAL

The General form displays information from the GTE table. The following is a summary of the fields displayed:

- **Eligibility Start Date (GTE.ESD)** - Date the student was first identified as being eligible for the GATE program. It is important the start and end dates are populated correctly. They determine if a student is to be counted on various state and federal reports.

- **Eligibility End Date (GTE.EED)** - Date the student was determined to be ineligible. It is very important these dates are populated correctly.

- **Participation Start Date (GTE.PSD)** - Date the student first participated in the GATE program.

- **Participation End Date (GTE.PED)** - Date the student last participated in GATE.

- **Program Placement (GTE.PL)** - Specialized placement of the student within the GATE program.
- **Honors Course Eligibility (GTE.HCE)** - Indicates students who can take honors or advanced placement courses but are not eligible or participating in the GATE program.

- **Identifying District (GTE.DST)** - District in which the student was originally identified as GATE. List is populated from the Course History Institutions table.

- **Identification Date (GTE.IDT)** - If identified in another district as eligible for GATE this is the date when they were first identified. If the student was identified within the current district, this date should match the Eligibility Start Date.

- **Classification Codes (GTE.CC1 - GTE.CC6)** Specific areas that a student has been identified as being Gifted or Talented.

- **User Codes (GTE.U1 – GTE.U8)** - User defined fields to be used at the discretion of the district.

- **Comment (GTE.CO)** - Miscellaneous comments noted.
## REFERRALS

The GATE Referral Information has been divided into three areas. Initial information is on the Referrals form. Student characteristics are on the Characteristics form and evaluation notes are on the Notes form.

![GATE Referral Form](image)

### NOTE:

The Characteristics and Notes tabs will not display until a Referral record has been added to the GTR table.
The **Referrals** form can store several referral records in the **GTR** table for each student. Each referral can have multiple records for **Characteristics** and **Notes** records. The right side of the form displays a list of referrals for the current student and is visible from all three of the Referrals tabs.

- **Date (GTR.DT)** - Date referral was submitted.
- **Referred By (GTR.TE)** – Individual who submitted this referral. Normally this is a student's teacher but could be a school administrator or the parent.
- **Status (GTR.ST)** - Current status of the referral process. It can indicate whether the student has been referred for testing, referred for evaluation, etc.
- **Referral Reasons (GTR.RR1 – GTR.RR5)** - Reasons why the student was referred to the GATE program.
- **Letter Sent Date (GTR.LSD)** - Date the Parental Consent Letter was sent.
- **Status (GTR.LSS)** - Status of the letter sent.
- **Letter Received Date (GTR.LRD)** - Date the letter was confirmed as received by the parent.
- **Status (GTR.LRS)** - Parental approval status of this referral for testing of the student for GATE eligibility.
- **Comment (GTR.CO)** - Miscellaneous comments noted.
CHARACTERISTICS

The Characteristics form displays a list of the student characteristics that have been attributed. The list can contain multiple attributes for the referred student.

- **Characteristic Type (GTC.TY)** – Type of characteristic.
- **Characteristic Attribute (GTC.CD)** – Associated Attributes.
NOTES

The Notes form can be used to store information related to the student’s evaluations after being referred to the program. A student can have multiple evaluations and each referral can have separate evaluation notes. Notes displayed are in regards to the referral highlighted on the right hand side of the form.

- **Date Referred (GTN.FDT)** - Date student was referred for evaluation.
- **Date Evaluated (GTN.DT)** - Date evaluation took place.
- **Evaluator Name (GTN.ENM)** - Name of the evaluator.
- **Evaluator Type (GTN.TY)** - Type of evaluator (psychologist, etc.)
- **Location (GTN.LO)** - Location of the evaluation.
- **Recommendation (GTN.RC)** - Recommendation for GATE eligibility resulting from this evaluation/meeting.
- **Recommendation Date (GTN.RDT)** – Date recommendation was made.
- **Comment (GTN.CO)** - Miscellaneous comments noted about this evaluation.
TESTS

The Test form contains student testing records related to the selection and evaluation process. The form can display multiple records for each student and are not associated with a specific referral.

- **Date (GTT.DT)** - Date the test was administered.
- **Code (GTT.CD)** – Test that was given.
- **Score (GTT.SCR)** - Score on this test.
- **Comment (GTT.CO)** - Miscellaneous test comments noted.