

APPENDIX V – 11

GATE Working Testing Timeline for 2015/16 SY

GATE testing K-6th grades

All 1st and 5th graders will be tested unless opt out received. Current GATE qualified self-Contained students do not have to retest. Current 5th grade qualified S/C students automatically receive a placement statement for 6th grade self-contained.

Updated - 4/25/16

<i>TESTING PREP</i>	<i>Assigned to:</i>	<i>Estimated date of completion</i>	<i>Date of completion</i>	<i>Comments</i>
Print shop meeting regarding printing/mailing	GATE	7/20	8/18	Meet with Gary regarding pricing and timeline (Gary said job could be done in 2 weeks after they receive artwork)
Invitation revised/edited	GATE	8/3	8/18	
Mailroom / postage (notify of mailing)	GATE	8/20	8/17	Meet with mailroom regarding postage charges
Student lists to print shop	A & E	8/27	8/28	A/E to provide to print shop (provided by Denise)
Invitation printing completion	Print shop	8/31	9/4	Print shop deadline
Invitation in US mail home	Print shop	8/31	9/4	
Opt out mailing	GATE	9/11	9/14	in US mail
Site permission forms to schools	GATE	9/2	Met deadline	
Fliers posted at sites regarding permission form deadline	GATE	9/2	Met deadline	Generic form at each site to sign up for testing
Update website regarding testing	GATE	9/8	9/9	
GATE night Pre Testing (1 elementary & 1 middle)	GATE	Late Sept	Middle 9/21 & Elem 9/24	Middle school was held 9/21 at Doolen and Elementary was held on 9/24 at Lineweaver
Invitation due back	GATE	10/5	10/5	
IEP/504 & ELL lists	A & E	10/9	on going - latest update was 11/6	* NOTE - "ELL" students to be identified are Pre-emergent & emergent students only - for labels and lists. (3 sets of labels)Need accommodate small group, 1/1 testing, language
Permission input	GATE	10/15	on going	On going - extended deadline for K & 2 to Nov 10
Create testing schedule	GATE	10/21	post 10/26	Need student counts to create schedule
Principal info regarding testing	GATE	10/21		send schedule

Testing training of teachers/helpers	GATE	10/21	10/21	Train on ELL, IEP test administration and organize materials for testing
Principal info regarding testing	GATE	12/4		send schedule
Testing training of teachers/helpers (Kinder - 2nd)	GATE	12/16	12/16 & 1/4	To train and organize for testing: 12/16 protocol; 1/4 materials
<i>TESTING - 1st Opportunity</i>	<i>Assigned to:</i>	<i>Estimated date of completion</i>	<i>Date of completion</i>	<i>Comments</i>
Testing window (3rd - 6th only) (1st opportunity)	GATE	11/2-11/20	Met deadline	(6th graders unknown at this time) (7th graders to be tested in the spring by UHS personnel)
Testing window (Kinder - 2nd only) (1st opportunity)	GATE	1/5-1/22	2/1/16	Extra time needed due to whole grade testing
<i>TESTING - 2nd Opportunity</i>	<i>Assigned to:</i>	<i>Estimated date of completion</i>	<i>Date of completion</i>	<i>Comments</i>
Make-up testing (2nd opportunity to test)	GATE	1/30	Met deadline	OOD, absent & late permissions (at Hollinger)
Labels for booklets & scan sheets (after testing)	A & E	2/3		send list of students who tested on 2/1 to A & E
<i>TESTING - 3rd Opportunity</i>	<i>Assigned to:</i>	<i>Estimated date of completion</i>	<i>Date of completion</i>	<i>Comments</i>
Make-up testing (3rd opportunity to test)	GATE	3/5	12/21	OOD, absent & late permissions (at Cavett) to accommodate earlier placement
Labels for booklets & scan sheets (after testing)	A & E	3/9		on 3/7 send list of students who tested to A & E
<i>GATE Site Open Houses</i>				
Open houses (Middle)	GATE	1/12-20	Met deadline	NOTE - Pistor open house needs to have its own night so parents can visit their feeder school and DL program at Pistor both. Need info from principal by 12/1. Window is Jan 19-27. Start time 5:30 or 6:00.
Open houses (Elementary)	GATE	2/29 - 3/11	Completed 3/1-3-9	NOTE - Hollinger and Tully need separate open house nights so parents can visit their feeder school and DL and Magnet programs. Need info from principals by 12/1. Window Feb 29-Mar 11. Start time 5:30 or 6:00.