**Gifted/Talented Programs**  
**Calendar of Important Dates**  
**2018-2019 AT-A-GLANCE: Deadlines, Policy Documents, and Contact Information**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Task</th>
<th>Document/Location</th>
<th>Send to:</th>
</tr>
</thead>
</table>
| **Deadline: September 7 (5:00 p.m.)** | **Saturday Conservatory of Fine Arts Student Application**  
- LAUSD students, Grades 3–12 must submit the application with a Student Emergency Information form; application and emergency form are also accessible under the GATE Program Options section of the GATE webpage, [http://achieve.lausd.net/gate](http://achieve.lausd.net/gate).  
- Charter schools within LAUSD boundaries must contact the Charter Schools Division for the Fee-for-Service Form for “first-time” participating students, (213) 241-6295. | **Policy:** Refer to Memorandum titled, Gifted/ Talented Conservatory of Fine Arts Program  
**Apply on-line:** [http://apply.lausd.net](http://apply.lausd.net)  
**Applicants must:**  
- Create a “Parent Account” and establish a “Password”  
- Complete the School Verification Form with the principal’s signature  
- Complete and print the emergency information form and submit both forms before the deadline | Gifted/Talented Programs  
Beaudry Site, 25th Floor  
Attn.: Conservatory of Fine Arts |
| **Deadline: October 17 (5:00 p.m.)** | **Assessment Packets for GATE Identification in the Visual and Performing Arts**  
- LAUSD and affiliated charter schools must submit referrals through MiSiS.  
- Paper application is only required for students attending independent charter schools.  
- Assessment Packets (one-sided originals) must be received by October 17th to be considered for fall auditions and demonstrations, scheduled for November 17th.  
- Screening forms (Talent Inventory, Parent, and Student Questionnaires) must be signed and filed in student’s cumulative folder and are not part of the assessment packet.  
- School staff distribute the handout detailing the requirements for an audition/demonstration to all applicants.  
- Applicants will be invited by letter mailed to student’s home address which must be presented at registration (please do not create notification letters).  
- Charter schools within LAUSD boundaries must contact the Charter Schools Division for the Fee-for-Service Form for participating students, (213) 241-6295. The signed fee-for-service form must be included in the assessment packet. | **Policy:** Refer to BUL-269.9 titled, Policy for Assessing and Identifying Students for Gifted/Talented Programs  
**Referral Guidelines:** Refer to [REF-5234.1, Guidelines for Identifying Students as Gifted in the Visual and Performing Arts](https://achieve.lausd.net/gate)  
**Talent Assessment Dates, Location, and Deadlines:** Refer to Memorandum titled, District Talent Assessment: Visual Arts Demonstrations and Performing Arts Auditions  
**Referral Templates:**  
- Found on the Gifted/Talented Programs website [https://achieve.lausd.net/gate](https://achieve.lausd.net/gate) under “District Communications”  
- Found in Gifted/Talented Handbook | Gifted/Talented Programs  
Beaudry Site, 25th Floor  
Attn.: Visual and Performing Arts Ability  
**IMPORTANT:**  
- Referral forms must be the most current.  
- For scanning purposes, each document in a referral must meet the following criteria: legible, one-sided originals, blue/black ink, white paper, no staples, or highlighted areas. |

Revised 10/14/18
Deadline: November 9 (5:00 p.m.)

Student Choices Application for 2019–2020 School Year
- This application process is for Magnet, Schools for Advanced Studies (NEW), Dual Language Education, Permits With Transportation, and Admission Criteria Schools (NEW).
- To apply online, parents must create a “Parent Account” and establish a password at https://apply.lausd.net OR obtain the 2019–2020 Choices brochure (available at all LAUSD schools and public libraries).
- Paper applications must be mailed in the envelope provided in theChoices brochure.
- Parents/guardians may contact the Choices Support Line at (213) 241-4177 for general Choices inquiries.

Verification of Eligibility for Gifted Magnet Programs and Schools for Advanced Studies
- For an applicant to be eligible, the student must be verified as meeting one of the program-specific criteria outlined in the Choices brochure (pages 10-12) prior to November 9, 2018 at 5:00 p.m.

LAUSD Applicants (Currently Enrolled in an LAUSD School):
- Although LAUSD applicants must meet the required program-specific criteria outlined in the Choices brochure, verification forms are NOT required for applicants (grades K-12) currently enrolled in an LAUSD school. Upon receipt of an application, the District will automatically verify eligibility. Applicants who are not identified as gifted or do not meet test score criteria MUST be verified by the LAUSD school of attendance on the Principal’s Portal.

Verification forms (private school, independent charter, and non-LAUSD applicants only) mailed to:
Unified Enrollment
P.O. Box 513307
Los Angeles, CA 90051

Private School, Independent Charter, and Non-LAUSD Applicants:
- The parents/guardians of private school, independent charter, and non-LAUSD students who are applying to Gifted Magnet or SAS must follow the procedures outlined in the Choices brochure (pages 10-12) and verify that the student’s current school of attendance has submitted all required verification forms by November 9, 2018 at 5:00 p.m.
- Parents/guardians may download the Verification of Eligibility form and SAS Kindergarten Readiness Checklist, if applicable, at Echoices.lausd.net OR call (213) 241-4177 to request that the applicable forms be sent to the current school of attendance.
- Verification of Eligibility form and SAS Kindergarten Readiness Checklist, if applicable, must be mailed to Unified Enrollment in an official school envelope or hand-delivered with the envelope sealed and with principal’s signature across the sealed side.
- Applicants must confirm the receipt of the verification form(s) prior to the deadline at (213) 241-4177.
- For an applicant, previously identified as gifted/highly gifted by an LAUSD designated GATE psychologist, who is currently attending a private school, independent charter, or non-LAUSD school, the parent/guardian must submit a Verification of Eligibility form to ensure that the applicant is included in the District database.

December 15
Symposium on Gifted Education at RFK Community Schools
Register online: https://tinyurl.com/GATEsymposium2018

N/A
<table>
<thead>
<tr>
<th>Date/Event</th>
<th>Description</th>
<th>Policy</th>
<th>Online verification</th>
</tr>
</thead>
</table>
| **Deadline: January 25**                                                  | For LAUSD Students—Online Verification for Gifted Magnet/SAS  
- Deadline for school administrator or designee to verify eligibility for District students applying to Gifted Magnet Programs or Schools for Advanced Studies (SAS) on the Principal’s Portal. | Policy: Refer to Memorandum titled, Online Verification for Gifted Magnet and Schools for Advanced Studies (PENDING) | Online verification on the Principal's Portal: http://principalportal.lausd.net |
| **March 6-7**                                                              | OLSAT-8  
Test administered to all second-grade students District-wide. Schools must administer the OLSAT-8 within the specified testing window(s) during the regular school day. | Policy: Refer to Memorandum titled, 2018–2019 OLSAT-8 Administration to Second Grade Students (PENDING) | N/A                                                                                |
| **March 20-21**                                                            | 10th Annual GATE/SAS Parent Conference at RFK Community Schools | Policy: Refer to Memorandum titled, Tenth Annual GATE/SAS Parent Conference, Gifted/Talented Programs (PENDING) | N/A                                                                                |
| **Mar. 13 or 25 (Make-up testing date)**                                   | Assessment Packets for GATE Identification in the Intellectual Ability Category  
- LAUSD and affiliated charter schools must submit referrals through MiSiS and complete all required fields.  
- Teacher Checklist must be completed in MiSiS.  
- Required paper documents must be submitted per Reference Guide.  
  
To avoid delays:  
- Do not send referrals for the Intellectual Ability category to the Beaudry building.  
- Do not write “GATE” when addressing the envelope to the psychologists at the Local Districts.  
- Do not send the Intellectual referrals together with any other category.  
- Charter schools within LAUSD boundaries must contact the Charter Schools Division for the Fee-for-Service Form, (213) 241-6295. | Policy: Refer to BUL-269.9, Policy for Assessing and Identifying Students for Gifted/Talented Programs  
Referral Guidelines: Refer to REF-5228.2, Guidelines for Identifying Students as Gifted in the Intellectual Category  
Referral Templates:  
- Found on the Gifted/Talented Programs website https://achieve.lausd.net/gate, under “District Communications”  
- Found in Gifted/Talented Handbook | Send referrals to your local district designated GATE psychologist.  
(Refer to the last page of this handout) |
| **March 9**                                                                | 10th Annual GATE/SAS Parent Conference at RFK Community Schools | Policy: Refer to Memorandum titled, Tenth Annual GATE/SAS Parent Conference, Gifted/Talented Programs (PENDING) | N/A                                                                                |
| **Deadline: April 5 (5:00 p.m.)**                                         | Conservatory of Fine Arts – Culminating Showcase  
- 10:00 a.m.—1:00 p.m. Visual Arts Final Art Show at CSULA  
- 3:00–6:00 p.m. Performing Arts Final Performance at Torres HS | Policy: Refer to Memorandum titled, Thirty-Eighth Annual End-of-the Year Show, Gifted/Talented Programs’ Conservatory of Fine Arts (PENDING) | N/A                                                                                |
| **Deadline:** April 10 (5:00 p.m.) | Assessment Packets for GATE Identification in the Visual and Performing Arts  
- LAUSD and affiliated charter schools must submit referrals through MiSiS.  
- Paper application is only required for students attending independent charter schools.  
- Assessment Packets (one-sided originals) must be received by April 10th to be considered for fall auditions and demonstrations, scheduled for May 18th.  
- Screening forms (Talent Inventory, Parent, and Student Questionnaires) must be signed and filed in student’s cumulative folder and are not part of the assessment packet.  
- School staff distribute the handout detailing the requirements for an audition/demonstration to all applicants.  
- Applicants will be invited by letter to student’s home address which must be presented at registration (please do not create notification letters).  
- Charter schools within LAUSD boundaries must contact the Charter Schools Division for the Fee-for-Service Form for participating students, (213) 241-6295. The signed fee-for-service form must be included in the assessment packet.  
- Do not send referrals for matriculating students at the end of the school year. | **Policy:** Refer to **BUL-269.9**, Policy for Assessing and Identifying Students for Gifted/Talented Programs  
**Referral Guidelines:**  
Refer to **REF-5234.1** titled, **Guidelines for Identifying Students as Gifted in the Visual and Performing Arts**  
**Talent Assessment Dates, Location, and Deadlines:**  
Refer to Memorandum titled, **District Talent Assessment: Visual Arts Demonstrations and Performing Arts Auditions**  
**Referral Templates:**  
- Found on the Gifted/Talented Programs website [https://achieve.lausd.net/gate](https://achieve.lausd.net/gate), under “District Communications”  
- Found in Gifted/Talented Handbook  
**IMPORTANT:**  
- Referral forms must be the most current.  
- For scanning purposes, each document in a referral must meet the following criteria: legible, one-sided originals, blue/black ink, white paper, no staples, or highlighted areas.  
**Gifted/Talented Programs**  
Beaudry Site, 25th Floor  
Attn.: Auditions/Demonstrations |  
| **Deadline:** May 3 (5:00 p.m.) | Annual Local School GATE Report  
- On-line Annual GATE Report is required for all schools with GATE students (K–12).  
- Principals can provide access to GATE coordinator for completion. | **Policy:** Refer to Memorandum titled, 2018–2019 Annual GATE Report (PENDING)  
**On-line submission on the Principal’s Portal,**  
[https://principalportal.lausd.net](https://principalportal.lausd.net) |  
| **Deadline:** May 24 (5:00 p.m.) | Assessment Packets for GATE Identification in the Creative and Leadership Ability Categories  
- LAUSD and affiliated charter schools must submit referrals through MiSiS and complete all required fields.  
- Teacher Checklist must be completed in MiSiS.  
- Required paper documents, including student portfolio, Student Accomplishments form, and Program Plan form must be sent to the Gifted/Talented Programs Office for review.  
- Charter schools within LAUSD boundaries must contact the Charter Schools Division for the Fee-for-Service Form, (213) 241-6295.  
- Do not send referrals for matriculating students at the end of the school year. | **Policy:** Refer to **BUL-269.9**, Policy for Assessing and Identifying Students for Gifted/Talented Programs  
**Referral Guidelines:**  
Refer to **REF-5233.1**, **Guidelines for Identifying Students as Gifted in the Creative and Leadership Categories**  
**Referral Templates:**  
- Found on the Gifted/Talented Programs website [https://achieve.lausd.net/gate](https://achieve.lausd.net/gate), under “District Communications”  
- Found in Gifted/Talented Handbook  
**IMPORTANT:**  
- Referral forms must be the most current.  
- For scanning purposes, each document in a referral must meet the following criteria: legible, one-sided originals, blue/black ink, white paper, no staples, or highlighted areas.  
**Gifted/Talented Programs**  
Beaudry Site, 25th Floor  
Attn.: Creative/Leadership Ability |
<table>
<thead>
<tr>
<th>Deadline: May 24 (5:00 p.m.)</th>
<th>Assessment Packets for GATE Identification in the High Achievement and Specific Academic Ability Categories</th>
<th>Policy: Refer to <strong>BUL-269.9</strong>, Policy for Assessing and Identifying Students for Gifted/Talented Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Students not in MiSiS Only)</td>
<td>- Qualified LAUSD students will be automatically identified through MiSiS in HA/SA categories.</td>
<td>Referral Guidelines: Refer to <strong>REF-5232.3</strong> (pending approval) titled, Guidelines for Identifying Students as Gifted in the High Achievement and Specific Academic Categories</td>
</tr>
<tr>
<td></td>
<td>- Paper applications are only required for students not in MiSiS/out-of-district students.</td>
<td>Referral Templates: - Found on the Gifted/Talented Programs website <a href="https://achieve.lausd.net/gate">https://achieve.lausd.net/gate</a>, under “District Communications”</td>
</tr>
<tr>
<td></td>
<td>- Do not send referrals for matriculating students at the end of the school year.</td>
<td>- Found in Gifted/Talented Handbook</td>
</tr>
</tbody>
</table>

**Gifted/Talented Programs**
Beaudry Site, 25th Floor
Attn.: High Achievement/ Specific Academic Ability

**IMPORTANT:**
- Referral forms must be the most current.
- For scanning purposes, each document in a referral must meet the following criteria: legible, one-sided originals, blue/black ink, white paper, no staples, or highlighted areas.

<table>
<thead>
<tr>
<th>June 1</th>
<th>45th Annual Los Angeles City/County Conference on Gifted Education at the Pasadena Convention Center</th>
<th>Register online: <a href="http://www.giftedchildrenla.org">www.giftedchildrenla.org</a></th>
<th>N/A</th>
</tr>
</thead>
</table>
GIFTED/TALENTED PROGRAMS
333 S. Beaudry Ave., 25th Floor,
Los Angeles, CA 90017
Phone: (213) 241-6500
Fax: (213) 241-8975
Website: http://achieve.lausd.net/gate
Facebook: http://www.facebook.com/LAUSDGATE
Twitter: http://twitter.com/LAUSDGATE

<table>
<thead>
<tr>
<th>Local District</th>
<th>Contact Person</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>Kevin Kilpatrick</td>
<td>Coordinator</td>
<td><a href="mailto:kevin.kilpatrick@lausd.net">kevin.kilpatrick@lausd.net</a></td>
</tr>
<tr>
<td>Central</td>
<td>Dr. Lucy Hunt</td>
<td>Coordinator</td>
<td><a href="mailto:lhunt@lausd.net">lhunt@lausd.net</a></td>
</tr>
<tr>
<td>East</td>
<td>Dr. Nicole Niederdeppe</td>
<td>Coordinator</td>
<td><a href="mailto:nnn8729@lausd.net">nnn8729@lausd.net</a></td>
</tr>
<tr>
<td>West</td>
<td>Erin Yoshida-Ehrmann</td>
<td>Coordinator</td>
<td><a href="mailto:emy2142@lausd.net">emy2142@lausd.net</a></td>
</tr>
<tr>
<td>Northeast</td>
<td>Susanna Furfari</td>
<td>Coordinator</td>
<td><a href="mailto:susanna.furfari@lausd.net">susanna.furfari@lausd.net</a></td>
</tr>
<tr>
<td>Northwest</td>
<td>Dr. Robert Grubb</td>
<td>Specialist</td>
<td><a href="mailto:rgrubb@lausd.net">rgrubb@lausd.net</a></td>
</tr>
<tr>
<td>All</td>
<td>Michelle Papazyan (Targeted Identification Program)</td>
<td>Specialist</td>
<td><a href="mailto:mpapazya@lausd.net">mpapazya@lausd.net</a></td>
</tr>
<tr>
<td>All</td>
<td>Wynne Wong-Cheng (GATE identification questions)</td>
<td>Coordinator, Psychological Services Gifted/Talented Programs</td>
<td><a href="mailto:wynne.wong@lausd.net">wynne.wong@lausd.net</a></td>
</tr>
<tr>
<td>All</td>
<td>Vacant (GATE identification questions)</td>
<td>Designated GATE Psychologist Central Office</td>
<td></td>
</tr>
</tbody>
</table>

SCHOOL FISCAL SERVICES BRANCH
For specific questions regarding budget (differentials, etc.), contact the Fiscal Manager for your Local District.

<table>
<thead>
<tr>
<th>Local District</th>
<th>Fiscal Services Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>(213) 241-0126</td>
</tr>
<tr>
<td>East</td>
<td>(323) 224-3100</td>
</tr>
<tr>
<td>Northeast</td>
<td>(818) 252-5400</td>
</tr>
<tr>
<td>Northwest</td>
<td>(818) 654-3600</td>
</tr>
<tr>
<td>South</td>
<td>(310) 354-3400</td>
</tr>
<tr>
<td>West</td>
<td>(310) 914-2100</td>
</tr>
</tbody>
</table>

STUDENT INTEGRATION SERVICES/MAGNET PROGRAMS
333 S. Beaudry Ave., 25th Floor, Los Angeles, CA 90017
Web: http://echoices.lausd.net
Phone: (213) 241-6532 (for school inquiries)
Phone: (213) 241-4177 (for parent inquiries)
# DESIGNATED GATE PSYCHOLOGISTS

<table>
<thead>
<tr>
<th>Local District</th>
<th>Designated GATE Psychologists</th>
<th>School Mail Address</th>
<th>Location</th>
<th>Telephone Number and E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>Julia Dalton</td>
<td>c/o Kim Elementary School&lt;br&gt;c/o Charles Kim ES</td>
<td>Los Angeles, CA 90004</td>
<td>323-936-0386&lt;br&gt;<a href="mailto:julia.dalton@lausd.net">julia.dalton@lausd.net</a></td>
</tr>
<tr>
<td>East</td>
<td>Joanna Flores or Christine Berardo</td>
<td>Local District East&lt;br&gt;2151 Soto St., First Floor&lt;br&gt;Los Angeles, CA 90032</td>
<td>(323) 224-3367&lt;br&gt;<a href="mailto:jxg9837@lausd.net">jxg9837@lausd.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(323) 224-3370&lt;br&gt;<a href="mailto:cab2305@lausd.net">cab2305@lausd.net</a></td>
</tr>
<tr>
<td>Northeast</td>
<td>Shannon James or Veronica Rodriguez</td>
<td>Local District Northeast&lt;br&gt;Annex&lt;br&gt;13395 E. Kagel Canyon St.&lt;br&gt;Building 87&lt;br&gt;Pacoima, CA 91331</td>
<td>(818) 686-4502&lt;br&gt;<a href="mailto:shannon.james@lausd.net">shannon.james@lausd.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(818) 686-4501&lt;br&gt;<a href="mailto:vxr9349@lausd.net">vxr9349@lausd.net</a></td>
</tr>
<tr>
<td>Northwest</td>
<td>Sarah Webb or Monica Vega</td>
<td>Local District Northwest&lt;br&gt;6621 Balboa Blvd.&lt;br&gt;Van Nuys, CA 91406</td>
<td>(818) 654-3721&lt;br&gt;<a href="mailto:sew2203@lausd.net">sew2203@lausd.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monica Vega</td>
<td></td>
<td></td>
<td>(818) 654-3634&lt;br&gt;<a href="mailto:mkv2382@lausd.net">mkv2382@lausd.net</a></td>
</tr>
<tr>
<td>South</td>
<td>Elizabeth Kaley or Lori Panganiban</td>
<td>Local District South&lt;br&gt;1208 Magnolia Ave.&lt;br&gt;Gardena, CA 90247</td>
<td>(310) 965-7916&lt;br&gt;<a href="mailto:elizabeth.kaley@lausd.net">elizabeth.kaley@lausd.net</a></td>
<td></td>
</tr>
<tr>
<td>West</td>
<td>Sheila Shortt or Sherine Shenouda</td>
<td>Local District West&lt;br&gt;11380 W. Graham Pl., Building A-1&lt;br&gt;Los Angeles, CA 90064</td>
<td>(310) 914-2151&lt;br&gt;<a href="mailto:sas9229@lausd.net">sas9229@lausd.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sherine Shenouda</td>
<td></td>
<td></td>
<td>(310) 914-2175&lt;br&gt;<a href="mailto:sherine.shenouda@lausd.net">sherine.shenouda@lausd.net</a></td>
</tr>
</tbody>
</table>

**NOTE:** All documents for the Intellectual Ability category are time-stamped. Testing will be scheduled in the order they are received by the designated GATE psychologist.

<table>
<thead>
<tr>
<th>Other GATE Referrals, Services, and Programs</th>
<th>School Mail Address</th>
<th>Location</th>
<th>District Specialist/Designated GATE Psychologist Telephone Number/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>GATE Central Office</td>
<td>Gifted/Talented Programs&lt;br&gt;Beaudry Site, 25th Floor&lt;br&gt;Attn.: Write the “category” being requested.&lt;br&gt;333 S. Beaudry Ave., 25th Floor&lt;br&gt;Los Angeles, CA 90017&lt;br&gt;Attn.: Write the “category” being requested.</td>
<td>Gifted/Talented Programs</td>
<td>(213) 241-6500&lt;br&gt;Michelle Papazyan, District Specialist&lt;br&gt;<a href="mailto:mpapazyan@lausd.net">mpapazyan@lausd.net</a></td>
</tr>
</tbody>
</table>

*Telephone Number/E-mail for GATE Psychologist, Central Office:

(213) 241-6500*
TRANSPORTATION SERVICES DIVISION

Directions for processing gifted expenditures for field trips are found in BUL-267.4, titled Revised Transportation Procedures for Curricular Trips, Gifted/Talented Programs. For questions regarding field trip and transportation reservations, please contact the units as indicated below.

115 N. Beaudry Ave., Los Angeles, CA 90012
Email: transportation.branch@lausd.net

<table>
<thead>
<tr>
<th>GATE Central Office</th>
<th>Gifted/Talented Programs</th>
<th>Gifted/Talented Programs</th>
<th>(213) 241-6500</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Conservatory of Fine Arts Applications</td>
<td>Central Administrative Offices</td>
<td>333 S. Beaudry Ave, 25th Floor</td>
<td>Nicole Niederdeppe, District Coordinator</td>
</tr>
<tr>
<td>- Talent Assessment: Auditions/ Demonstrations</td>
<td>Beaudry Site, 25th Floor</td>
<td>Los Angeles, CA 90017</td>
<td><a href="mailto:nn8729@lausd.net">nn8729@lausd.net</a></td>
</tr>
<tr>
<td></td>
<td>Attn.: Write the “program/category” being requested.</td>
<td>Attn.: Write the “program/category” being requested.</td>
<td>(213) 241-6500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Susanna Furfari, District Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:susanna.furfari@lausd.net">susanna.furfari@lausd.net</a></td>
</tr>
</tbody>
</table>

**Affiliated and Independent Charter Schools**

Fee-for-Service Process—Charter Schools Division, (213) 241-6295:
- Contact Charter Schools Division and request a Fee-for-Service form.
- Submission of referrals may proceed as soon as the principal’s signature is obtained.
- Include original Fee-for-Service form with the referral packet (failure to include the Fee-for-Service form will create delays in processing).

For filing purposes, fax signed copy to:
- Charter Schools Office, (213) 241-2054
- Gifted/Talented Programs, Attn.: Fee-for-Service, (213) 241-8975

1. Final evaluations are completed and processed by Gifted/Talented Programs, Advanced Learning Options, and Division of Instruction. Parent notification letters are sent to the affiliated or independent charter schools by the Gifted/Talented Programs Office.
2. Once services are rendered, Gifted/Talented Programs sends a completed Confirmation of Services (COS) form to the Charter School Division for final billing.
3. Schools will not be billed for students who do not show for registration to the Saturday Conservatory of Fine Arts or who do not show for the visual or performing arts assessment.
4. Student data will not be accepted by fax or email.

**TRANSPORTATION SERVICES DIVISION**

Directions for processing gifted expenditures for field trips are found in BUL-267.4, titled Revised Transportation Procedures for Curricular Trips, Gifted/Talented Programs. For questions regarding field trip and transportation reservations, please contact the units as indicated below.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Budget (Field Trip Forms)</td>
<td>(213) 580-2910</td>
<td>(213) 580-4425</td>
</tr>
<tr>
<td>School Journey Unit (Confirmation of Site Booking)</td>
<td>(213) 580-2950</td>
<td>N/A</td>
</tr>
<tr>
<td>Dispatch (Confirmation of Bus Booking)</td>
<td>(213) 580-2900</td>
<td>(213) 580-4428</td>
</tr>
</tbody>
</table>

**MY INTEGRATED STUDENT INFORMATION SYSTEM (MiSiS)**

http://achieve.lausd.net/MiSiS

For technical questions regarding MiSiS, you may contact personnel at MiSiS directly through their webpage by selecting “Contact Us” or by calling the IT Help Desk at (213) 241-5200.