

GATE DAC Rep “To Do List”

1. Does your school have a current *GATE Program Summary* posted online at <https://www.sandiegounified.org/school-site-gate-program-summaries?>
2. Are the dates of this year’s 2 *GATE Parent Meetings* set and published on your school’s master calendar (and indicated on the *Program Summary*)? Are dates of GDAC meetings on the school’s master calendar? (remember, all parents are welcome to attend)
3. Are the two GATE DAC parent reps identified on the *Program Summary* and on tonight’s meeting Sign-In Sheets correct? One acts as a backup, or shares in the reps duties.
4. Have you arranged with your Principal to set up a GATE information table at events at your school such as PTA meetings? Or have them introduce you as the school’s GDAC rep at other parent events/meetings?
5. Do you know how to find the printable template for creating your own *GATE Information Poster* to display at your school meetings? Answer – it’s from Sept 12 2016 available online at <https://www.sandiegounified.org/gate-dac-presentations-0>
6. Do you know that there is a customizable PPT template available from GDAC to help run the *GATE Parent Meeting* at your school? Also - we can come out and help make that presentation at a Principal’s invitation. Or you can even help organize a joint meeting for parents at multiple schools.
7. Does your school website have a link for GATE on it? Can you work with your school to create one or add information to the one that is there? Do parents know about it?
8. Do you have an email list to contact the GATE parents at your school? If not, how can you collect that information (circulating a clipboard at a school meeting, or by talking to parents?) Your Principal has a way to email and/or phone GATE parents at your school, so ask them about helping to advertise GDAC meetings or other events.
9. Are you connected with the parents who participate in your school’s PTA and School Site Council? Who attends the District Cluster meetings on behalf of your school? Are you communicating with these key people about GATE issues?
10. Is your Principal aware of the *Principal’s GATE Binder*? Is there a copy in your school office? It is available to Principals online through the District.
11. Have you met with your school’s *GATE Team*? That includes you, the Principal and GATE Lead Teacher (and maybe the school psychologist).
12. Are you prepared to answer questions for parents of 2nd graders who will be doing the GATE identification test this year? When is the testing window at your school?
13. Are you aware that there is a trove of handouts and past presentations available to you and other GATE parents on the GATE website? See <https://www.sandiegounified.org/gate-dac-presentations-0>
14. Did you know that *District GATE Policy & Procedures* (BP/AR 6172) is now posted at <https://www.sandiegounified.org/policies-procedures> (under New Series 6000)?