

# How to Complete the Seminar Intent to Enroll Process

April 2016

## The Seminar Intent to Enroll Process

makes it possible for those students who are identified as GATE Seminar to access an appropriate GATE Seminar Program even when there is not one available in their High School Cluster of attendance.

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**Step 1** Complete the Seminar Intent to Enroll form available on the GATE Website under the Support Materials tab ([www.sandiegounified.org/gate-support-materials](http://www.sandiegounified.org/gate-support-materials)).

**Step 2** Attach a copy of your child's GATE Identification Letter. If you do not have a copy one can be obtained from your child's Cumulative File at his, or her, school site, or from the school psychologist at your child's school.

**Step 3** Submit both the Seminar Intent to Enroll form and your child's GATE Letter of Identification to the school which is geographically closest to your child's school of residence which offer a Seminar Program. If you need assistance locating the geographically closest GATE Seminar Program please contact the GATE Office at [adorman@sandi.net](mailto:adorman@sandi.net).

**Step 4** Submit a copy of both your child's Seminar Intent to Enroll form and GATE Identification Letter to the GATE Office ([adorman@sandi.net](mailto:adorman@sandi.net)).

**Step 5** The receiving school will review the Seminar Intent to Enroll form and GATE Letter of Identification and contact you to let you know if there will be space within the GATE Seminar Program for your child.

**Step 6** If there is no space available for your child at the geographically closest school offering a GATE Seminar Program please contact the GATE Office at [adorman@sandi.net](mailto:adorman@sandi.net).

## Contact Us

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