

**Virginia Department of Education
Office of Program Administration and Accountability**

**2016-2017 National Title I Distinguished Schools Recognition Program
Instructions for Developing the Application**

Purpose:

The purpose of the 2016-2017 National Title I Distinguished Schools Recognition Program, a project of the National Title I Association, is to recognize qualifying Title I schools from each state for their outstanding achievements in education. Only two schools per state are selected each year as Distinguished Schools. Each state may select a maximum of two qualifying schools with no more than one school per category:

- *Category 1:* Exceptional student performance for two consecutive years;
- *Category 2:* Closing the achievement gap between student groups; and
- *Category 3:* Excellence in serving special populations of students (e.g., homeless, migrant, English learners, etc.).

Selection Criteria:

Please use one-inch margins, double space, and number all pages. The following areas must be addressed in the application:

- One-page narrative description of the school (this narrative must include verification that the school has a 35 percent or higher poverty rate and that it has not been a previous recipient of this recognition);
- Two-page description of the school's assessment results in reading (English/language arts) and mathematics and how the school uses assessment data to improve student/school performance;
- One-page description of research-based instructional strategies used to implement the reading (English/language arts) curriculum;
- One-page description of research-based instructional strategies used to implement the mathematics curriculum;
- One-page description of opportunities provided for each student to succeed;
- One-page description of coordination with other programs;
- One-page description of sustained, research-based professional development offerings;
- One-page description of partnerships with parents, families, and communities; and
- One-page description of the greatest contributing factor to the school's success.

School Participation Form:

See Attachment C. This form must accompany the application.

Page Requirements:

The application must be no more than **10 pages**, with one-inch margins, double-spaced, and pages numbered. Please specify a heading at the top of each page. On the email subject line, please indicate the school division's name and the category. (Example: Richmond City, Category 1)

Application Due Date:

The 2016-2017 National Title I Distinguished Schools Recognition Program Application must be submitted electronically to NationalTitleIDistinguishedSchools@doe.virginia.gov by **3 p.m. on Friday, October 21, 2016.**

NOTE: Faxed applications will not be accepted.

Questions:

Please direct your questions to Gabie Frazier, Title I Specialist, at (804) 225-2907 or Gabie.Frazier@doe.virginia.gov