

# 2017 Virginia Governor's Foreign Language Academies



*Guide for Schools*

## 2017 VIRGINIA GOVERNOR'S FOREIGN LANGUAGE ACADEMIES GENERAL INFORMATION FOR SCHOOLS

Welcome to the nomination process for the 2017 Virginia Governor's Foreign Language Academies, which include full-immersion programs for French, German, and Spanish; and partial-immersion programs for Japanese and Latin. The Governor's Foreign Language Academies are sponsored by the Virginia Department of Education (VDOE).

The availability of any or all the Governor's Foreign Language Academies is dependent upon local and state funding. Dates and locations for the 2017 program are below:

Governor's French Academy Governor's German Academy Governor's Spanish Academy	June 24-July 15, 2017	Washington & Lee University Lexington
Governor's Japanese Academy Governor's Latin Academy	June 25-July 16, 2017	Randolph-Macon College Ashland

The processes for submitting applications and student data for nominees are different for public and private schools. Public schools will enter student data directly into a secure Web site. Private school student data will be entered by the VDOE. Much of the information in this guide is pertinent to both public and private schools, and private school procedures, if different, are clearly indicated.

The selection of nominees for the Virginia Governor's Foreign Language Academies continues to be conducted by the schools and the Virginia Department of Education. The VDOE works with the school's world language department chairperson (or designee) as the primary contact for all information. As in past years, schools are encouraged to establish dates for the submission of the various parts of the application in a manner that meets their needs. Each school's world language chairperson is encouraged to provide the world language teachers in the school with information regarding the application submission process and due dates. The designated contact person with the final authority for problem solving with the VDOE is the private school regional coordinator or the public school division world language supervisor or gifted education coordinator.

All information, applications, and the testing materials order form are available online at [http://www.doe.virginia.gov/instruction/foreign\\_language/language\\_academies/index.shtml](http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml). This administrative guide outlines the process from nomination through completion of the summer program.

**PLEASE NOTE:** The Summer Residential Governor's Schools (SRGS) have a separate application process and timeline from the Governor's Foreign Language Academies.

The 2017 SRGS applications are available from the following Web site:

[http://www.doe.virginia.gov/instruction/governors\\_school\\_programs/summer\\_residential/index.shtml](http://www.doe.virginia.gov/instruction/governors_school_programs/summer_residential/index.shtml)

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**BRIEF DESCRIPTION OF THE PROCESS**

<b>#</b>	<b>COMPONENT</b>	<b>DESCRIPTION</b>	<b>TIMELINE</b>
1	Dissemination of Information	Each school division or private school coordinator is responsible for disseminating the pertinent information from this document as early as possible.	October 2016
2	Criteria for Eligibility	Each school is responsible for ensuring that all nominees meet the established criteria for application. Principals or headmasters are required to sign each application to indicate that each nominee submitted is eligible for the program.	October-December 2016
3	Schools' Selection Process	Schools' selection committees (if necessary) meet to determine which candidates to send forward for the state's selection process. Students (and their parents) not selected for nomination must be notified in writing by the school.	December 2016-January 2017
4	Testing	Nominees to the French, German, Latin, and Spanish Academies must undergo testing to determine their language abilities. These tests must be ordered from the VDOE no later than <b>December 16, 2016</b> . (Attachment A)	November 2016-January 2017
5	Internal Notification	<b>Deadline</b> for students to submit completed applications to their schools. This allows for two weeks for public schools to complete student data entry into the VDOE's secure SSWS Web site, based on information from the cover sheet of each student's application. (Schools may set earlier deadlines.) Chairpersons notify division gifted education coordinators or division contact persons of the names of all nominees. <u>Schools are strongly advised to keep a copy of each student's completed application on file (excluding testing materials, if applicable) until the Academies have ended.</u>	January 13, 2017
6	Schools' Application Submission Process	<b>Postmark deadline</b> for all schools to mail original application packets to the VDOE. <b>Deadline</b> for private schools to mail the signed Head of School Tuition Certification form (Attachment B). <b>Deadline</b> for public schools to enter student data on the VDOE's secure Web site (Attachment C). <b>Deadline</b> for public school division coordinators to mail the verification report, signed by the superintendent.	January 27, 2017
7	VDOE's Selection Process	VDOE verifies completeness of application packets and prepares materials for the statewide selection committee. For an overview of the state selection committee's evaluation criteria, please see Attachment D.	January-March 2017
8	VDOE's Student Notification Process	VDOE mails letters to students concerning the status of their applications. Regional and division coordinators will receive lists indicating the status of individual nominees about one week prior to student notification.	April 14, 2017
9	Payment Process	Students notify the VDOE of their acceptance of the invitation. Public school divisions and private schools will be invoiced in late May. Revised invoices, if applicable, will be sent after the first day of the program.	May-June 2017

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## DETAILED PROCESS INFORMATION

### 1. DISSEMINATION OF INFORMATION

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- Each public school division's world language supervisor or gifted education coordinator is encouraged to provide all high schools with information regarding the application submission process. For private schools, this may be done by the head of the school or the regional coordinator already responsible for the student application process to the Summer Residential Governor's Schools.
- Schools should publicize information about the Governor's Foreign Language Academies to all tenth- and eleventh-grade world language students during the fall.
- High schools submitting nominations may not discriminate on the basis of religious conviction, race, color, gender, age, national origin, disability, or parent/guardian occupation.
- Public school divisions are responsible for the local share of the tuition costs for any enrolled student nominated to the Governor's Foreign Language Academies. Home-school students, who must be nominated by the public school they are zoned to attend, should confirm with the local school division how its share of the tuition will be handled. Tuition is expected to be no more than \$2,400. The local share for the public school division is based on its current composite index of local ability-to-pay up to 50 percent of the total tuition. The state pays the remaining share. Information about the current composite index of local ability-to-pay for each public school division is available online at [http://www.doe.virginia.gov/school\\_finance/budget/compositeindex\\_local\\_abilitypay/index.shtml](http://www.doe.virginia.gov/school_finance/budget/compositeindex_local_abilitypay/index.shtml).
- The local share for private schools is 50 percent of the tuition cost. The state pays the remaining share.

**NOTE:** Students who are residents\* of Virginia but attend private schools within or outside of the Commonwealth may be nominated by their schools following the same general process as public schools if they meet all other eligibility requirements. Home-school students must participate in the nomination process through the public school they are zoned to attend.

*\*For information regarding residency, please refer to Superintendent's Informational Memorandum Number 140, issued by the Virginia Department of Education on July 27, 2007, available at [http://www.doe.virginia.gov/administrators/superintendents\\_memos/2007/inf140.html](http://www.doe.virginia.gov/administrators/superintendents_memos/2007/inf140.html).*

### 2. CRITERIA FOR ELIGIBILITY

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The school shall consider for nomination any student who meets the eligibility criteria listed below. However, schools are strongly encouraged to review the selection criteria with students and to assist them in recognizing the competition they face at the state level. Applications are available online at

[http://www.doe.virginia.gov/instruction/foreign\\_language/language\\_academies/index.shtml](http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml).

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All nominees:

- must be neither a current applicant to a 2017 Summer Residential Governor's School (SRGS) or another GFLA, nor a former participant in these programs; **(A student may attend only one program during his or her high school career.)**
- must be juniors or mature sophomores during the current school year, 2016-2017, and must not have graduated before the opening of the Academy;
- must be nominated by a public high school from a Virginia public school division or by a private school accredited by one of the approved accrediting constituent members of the Virginia Council for Private Education;
- must be genuinely interested in attending the Academy and have the emotional maturity, stability, stamina, and self-discipline to live away from home for an extended period;
- must be recommended by two teachers, or a teacher and another individual, who know the academic ability and strengths of the student in the selected area; and
- must be eligible to attend public school in Virginia tuition free. (For information regarding residency, please refer to Superintendent's Informational Memorandum Number 140, issued by the Virginia Department of Education on July 27, 2007, available at [http://www.doe.virginia.gov/administrators/superintendents\\_memos/2007/inf140.html](http://www.doe.virginia.gov/administrators/superintendents_memos/2007/inf140.html).)

*Students selected to attend the Academies serve as ambassadors for their home school and local school division.*

### Additional requirements

Nominees for the Latin Academy

- must have completed at least level two of Latin prior to the beginning of the Academy.

Nominees for the Partial-Immersion Japanese Language Academy

- must have successfully completed at least level two of ANY world language prior to the beginning of the Academy (but may also be students of Japanese); and
- must **not** be fluent or proficient speakers of Japanese.

Nominees for the Full-Immersion French, German, and Spanish Academies

- must have completed at least level three of the language prior to the beginning of the Academy;
- must have developed good proficiency in using this language; and
- **must be willing to use the target language for all social and academic interactions.**

**PLEASE NOTE:** The Full-Immersion Academies are **not** designed for students with native or near-native fluency in the target language.

The full-immersion Academies are designed to provide an immersion setting for students who have learned the Academy language in a traditional school setting. The focus is on the development of oral fluency and ease of expression. Students who have already experienced equivalent immersion opportunities or who are already proficient speakers of the Academy language should not apply.

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A statewide selection committee will make the final determination about the appropriateness of an applicant's participation in this regard. Nominees will be rated on a point system that takes into account a range of factors, including time spent abroad or in an immersion language camp, frequency of language use, and whether the student is a heritage speaker of the Academy language. **The following could cause an applicant to be eliminated during the selection process:**

- Prior residence in a country where the language of the Academy is spoken, especially since the age of 12;
- Extensive travel experiences in a country where the language of the Academy is spoken, especially with regard to frequent opportunities for using the language;
- Extensive full-immersion experiences (24 hrs/day) with the language of the Academy, such as home-stay or travel/study programs in a country where the Academy language is spoken, or participation in an immersion language program such as Concordia Language Villages; or
- Residence in a family where the language of the Academy is spoken in the home, or regular contact with members of the extended family where the Academy language is used for communication.

**“Extensive” is defined as equivalent to an Academy in length and intensity; i.e., three or more weeks in a full-immersion setting.** Students with highly developed oral language skills do not find the rigors of the Academy as challenging or rewarding as students of lesser proficiency who, for the most part, have learned the language entirely in a classroom setting. Furthermore, it is difficult for staff to accommodate students whose language skills are already sufficiently developed. It is suggested that such students consider application to the Governor's Japanese Academy or another similar program for beginners such as a STARTALK program (<http://startalk.umd.edu>).

Participation in elementary, middle, and/or high school immersion programs within a U.S. school setting does **not** eliminate students from consideration. These are not considered to be 24-hour per day full-immersion settings.

### 3. SCHOOLS' SELECTION PROCESS

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#### Committee Process

Each secondary school may select nominees for the Academies and may convene a committee to consider applicants from the school. Schools should consider including school counselors, educators, and/or other professionals knowledgeable in each of the program languages as members of the committee.

Schools are limited in the number of students they may nominate based on Average Daily Membership (ADM) in grades 10-12 as of September 30, 2016. Note that 9<sup>th</sup> graders are NOT included in the count.

Enrollment in grades 10-12 as of September 30, 2016	Number of nominees to the French, German, Japanese, Latin, or Spanish Academies
1-750	1 per Language
More than 750	2 per Language

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### 4. TESTING

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#### Testing Process

The nominees for French, German, and Spanish must be tested on their writing and speaking abilities in those languages, and Latin nominees must take a Latin grammar test and write a composition in English on a Roman theme. The world language department chairperson must order these testing materials from the VDOE by December 16, 2016. Schools are asked to order only as many as are needed. The order form is available as Attachment A of this document or directly from the Web site. Schools should arrange suitable testing locations and appropriate proctors. Please note that proctors may not be speakers or scholars of the language(s) being tested.

Students with Individualized Education Programs (IEP) must be provided with testing accommodations as outlined in the IEP. The student application includes a section for parents/guardians to grant permission for the school to send a copy of the relevant page(s) of the IEP with the student's application. This information will be kept confidential and is not available to the selection committee.

All immersion students use the same speaking and writing prompts, and, therefore, must be tested during the same block of time. Likewise, all Latin students from a school should be tested during the same block of time. It is the responsibility of the school to ensure ahead of time that recording equipment is in proper working order and that required testing procedures are carefully followed. Nominees to the Immersion Academies must provide their own writable CDs for the speaking portion, and all students should come prepared with paper and pencils.

Speaking samples must be submitted on a CD in .mp3 format. The proctor should ensure that the equipment works properly prior to beginning. If an inaudible or otherwise unintelligible speaking sample is submitted, the selection committee has no alternative but to give the student a score of zero. **Immersion students should be advised that their speaking and writing samples carry the most weight in the selection process.**

We strongly recommend that students have opportunities to practice recording with similar equipment ahead of time to familiarize themselves with the process and reduce anxiety on the day of testing. Proctors should also be thoroughly familiar with all equipment used.

In the event of a testing irregularity, please include a written explanation of the incident with the student's testing materials.

There is NO TEST for Japanese Academy nominees, since this Academy accepts beginners. The essay that is required may be completed at home and does not need to be proctored, although the student should not receive any help. The essay topic is included on the student application. Students must also complete a language self-assessment based on the national NCSSFL/ACTFL Can-Do Statements.



**PLEASE NOTE:** If the school is unable to record on CDs or has a question about using the computer to do audio recording, the school designee or test proctor should contact the VDOE specialist for foreign languages for further instructions.



### 5. INTERNAL NOTIFICATION

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Students submit completed applications to the school no later than January 13, 2017, to allow time for chairpersons to verify the completeness of the applications and notify their coordinators of the names of all nominees. For PUBLIC schools, this also allows one - two weeks to complete data entry from the student application cover sheets into the SSWS online system, and for division coordinators to generate the Verification Report from the SSWS and obtain the necessary signature from the division superintendent or his/her designee. Schools may set an earlier deadline, if they wish. Ideally, data entry should be completed at the school level by the world language chairperson. Local data entry increases accuracy and shortens the application review process. For information about the data entry process, see below under "School Nominee Submission Process" and refer to Attachment C.

### 6. SCHOOL NOMINEE SUBMISSION PROCESS

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#### *Responsibilities of the World Language Department Chairperson*

##### **Verifying the Application**

The chairperson or nominating teacher should check each student's application for completeness before submission. Incomplete applications received by the VDOE may be returned to the school for completion. Due to the large number of applications, the VDOE may not be able to check the completeness of an application until well after the deadline for submission. However, the student will not be considered until the application packet is complete. **It is recommended that schools keep a copy of the completed application (minus any testing materials) for each nominee.** These copies should be destroyed after the Academies have ended.

Each student's application should indicate the names and titles of the school's selection committee members on the Principal's/Headmaster's form. This form, which acknowledges that the nominee is worthy to represent his or her school, is included with the student application available at the previously provided Web site.

The PUBLIC SCHOOL world language department chairperson may be asked to assist with data entry into a VDOE secure Web site, especially in larger public school divisions. If so, this must be done **prior** to mailing the applications and **before** the coordinator can print and mail the final, signed verification report. The data will be taken from the cover sheet of the student application. For details about the data entry process, please see the section entitled "Entering Student Data" on page nine of this guide.

##### **Submitting Applications to VDOE**

The world language department chairperson mails originals of the applications for the selected nominees to the VDOE. The chairperson should verify that the applications are complete and include all required (original) signatures, and may need to reorganize the materials according to the order of the checklist as well as transfer information to the cover sheet. The student application packet must also include all completed testing materials, if required. **TESTING MATERIALS MAY NOT BE MAILED SEPARATELY FROM THE STUDENT'S APPLICATION.** Although all of the applications from a single school should be boxed and shipped together, the individual students' application packets must be separated into labeled manila envelopes, as described on the next two pages.

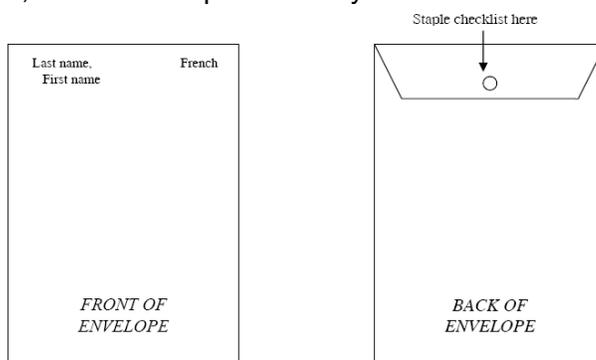
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**IMPORTANT:** Students (and their parents/guardians) whose applications are not sent forward for state-level consideration must be notified in writing by the school indicating that the student was not selected by the division as a nominee. Divisions may be asked to provide this list to the VDOE.

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### Instructions for Assembly of Applications

- Use a separate manila envelope (approximately 9" x 12") for each student.
- Neatly label the FRONT of the envelope with a black marker as indicated below:
  - Student's name (last name, first name) in the UPPER LEFT HAND CORNER
  - Language Academy to which the student is applying in the UPPER RIGHT HAND CORNER
- Place ALL materials for that student into the envelope, except for the checklist.
  - Keep the checklist separate and use it to ensure that the application packet is complete.
  - Include all documents on the checklist (in order), including the cover sheet, CD, envelopes containing the composition(s), Latin grammar test, signed student/proctor sheets, and optional reply card, as appropriate.
  - Do not use staples to keep any pages of the application together.
- Staple the checklist to the BACK of the sealed envelope as indicated below. Please do not tape, glue, or otherwise permanently affix the checklist to the envelope.



- Repeat the above process for each student.
- Place the labeled manila envelope(s) containing the assembled application(s) into a larger mailing envelope or box.
  - Please stack applications neatly and do not fold.
  - Address and seal the mailing envelope or box.

**All materials must be packed in the order indicated on the checklist and must be postmarked by 5 p.m. on Friday, January 27, 2017. Submit original completed applications to the following address (Schools shipping applications by a carrier other than U.S. Mail must use the street address.):**

#### U.S. MAIL

Dr. Lisa Harris  
Specialist for Foreign Languages  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120

#### FEDEX/UPS

Dr. Lisa Harris  
Specialist for Foreign Languages  
Virginia Department of Education  
James Monroe Building – 23<sup>rd</sup> Floor  
101 North 14<sup>th</sup> Street  
Richmond, Virginia 23219

**PLEASE NOTE:** Students may include a **self-addressed, stamped postcard** for confirmation of receipt of their materials. The postcard should include the name of the student and the Academy in the message area. Alternately, schools may wish to send the materials via registered or certified mail. Due to the large volume of applications, the VDOE cannot otherwise acknowledge receipt of materials.

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Each nominee's application packet should include the following (in order):

- A stamped and self-addressed acknowledgement postcard labeled with the student's name and Academy (optional, but recommended)
- Checklist (stapled to back of manila envelope)
- Cover sheet – completed (attention to the following)
  - Number of points entered in designated areas for teacher recommendations
  - A copy of the completed cover sheet given to the person who will enter these data into the SSWS (public schools only)
- ONE original application that includes:
  - Student section, with original signature and including up to four pages of response
  - Parent's or Guardian's Form, with original signature
  - Current or Most Recent Language Teacher's Form, with original signature and including pages of response
  - Second Teacher's/Counselor's/Sponsor's, etc., Form, with original signature and including pages of response
  - Principal's or Headmaster's Form, with original signature and including names of local selection committee, if applicable
  - Copy of student's transcript (and IEP, if applicable)
- Testing materials, if applicable:
  - For Immersion Academies:
    - CD, labeled and suitably packaged for mailing without being damaged
    - Sealed envelope (A) containing signed student and proctor speaking instruction sheets
    - Sealed envelope (B) containing original compositions, one copy of each composition, and signed student and proctor composition instruction sheets
  - For Latin Academy:
    - Sealed envelope (A) containing the grammar test, signed student answer sheet, and signed proctor instruction sheet
    - Sealed envelope (B) containing the original essay, one copy of the essay, and signed student and proctor essay instruction sheets

**It is the joint responsibility of the student and the nominating teacher or world language chairperson to ensure that applications have been completed, packaged properly, and postmarked or hand-delivered to the VDOE by January 27, 2017.**

### ***Responsibilities of the Gifted Education or World Language Coordinator***

#### **Entering Student Data (PUBLIC SCHOOLS ONLY)**

Nomination information will be submitted to the VDOE via a secure Web site. Public school division world language supervisors or gifted education coordinators should contact their division's Single Sign-On for Web Systems (SSWS) account manager for access. The VDOE cannot give public school personnel this access; it may only come from the division's SSWS account manager. A list of SSWS account managers for each school division is available from the VDOE Web site at <https://p1pe.doe.virginia.gov/ssws/contactlist.do>. Authorized users will be able to log in on the Governor's Foreign Language Academies SSWS page at <https://p1pe.doe.virginia.gov/ssws/login.page.do>, enter data, and generate the Verification Report.

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The cover sheet of the student application includes all information needed to enter data into the SSWS system. Based on the information entered, this system will produce a database that will be used to calculate scores during the selection process as well as to generate mailing labels and invoices related to the Academies. Please enter all available information from the cover sheet, with careful attention to correct spellings, addresses, and score information, and do not type using all caps. The VDOE appreciates local assistance in ensuring the accuracy of the database.

The first screen, after successful login, will give general instructions and show options based on user level. Please see Attachment C for further details about SSWS data entry. Users will have the ability to edit or delete data for nominees after they have been entered. However, the window will be locked as soon as the coordinator submits the data to VDOE and generates the Verification Report. If additional entries or edits must be made after that time, but before the deadline of January 27, 2017, the coordinator should notify the VDOE. The VDOE will reopen the window for the division, and the coordinator may edit the student data and must reprint and resubmit the Verification Report.

Division coordinators may prefer to have this data entry completed by the world language department chairperson of each school. The division's SSWS account manager would have to grant access to each chairperson.

### **Submitting the Verification Report**

PRIVATE SCHOOLS should fill in and print the Head of School Tuition Certification Form (Attachment B), obtain the necessary signature, and mail it to the VDOE postmarked by January 27, 2017. This form is also available directly from the Governor's Foreign Language Academies Web site. All other information in this section pertains to public schools.

PUBLIC SCHOOL DIVISIONS should follow all remaining instructions in this section and on Attachment C. Once the coordinator has verified with chairpersons that all nominee information has been entered, the coordinator should generate the Verification Report following directions shown on the SSWS screen. This report requires Adobe Acrobat to be read, which may be downloaded at no charge from <http://get.adobe.com/reader/>.

Users should save the Verification Report to their computers, print a copy, fill in the requested information, and have it signed by the division superintendent or designee. Typically, the contact person for status reports is the division's gifted education coordinator. The Verification Report must be printed **after** all nominee information has been entered in order to indicate the correct number of students for whom the division is guaranteeing tuition. Divisions indicate, through the signed Verification Report, that they are **guaranteeing tuition for all students nominated**. If the user has an interruption in the online submission process, the data will not be lost. Step-by-step instructions are included on Attachment C of this document.

The division coordinator must mail the Verification Report signed by the division superintendent (or designee) to the VDOE, **postmarked by January 27, 2017**.

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### **7. VIRGINIA DEPARTMENT OF EDUCATION SELECTION PROCESS**

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The VDOE receives and processes all required materials **postmarked by January 27, 2017**. Selection of program participants is made by a statewide selection committee and will be based on the strength of the student's application and language abilities (where applicable). Nomination does **not** guarantee acceptance.

The selection committee will consist of world language teachers, supervisors, and other experts nominated by their school divisions. Many of the selection committee members are former teachers or directors of Governor's Foreign Language Academies. Selection committee members follow strict guidelines and evaluate all materials according to pre-established rubrics. Each student's overall application, transcript, and teacher recommendations as well as speaking test, grammar test, and/or compositions are evaluated independently by two committee members of that language group in a double blind scoring process. In cases where the assigned points differ by a greater than acceptable margin, a third committee member will evaluate the materials in question. See Attachment D for an overview of selection criteria.

### **8. VIRGINIA DEPARTMENT OF EDUCATION NOTIFICATION PROCESS**

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**Each nominee will be sent a letter regarding his/her acceptance status in mid April.**

Prior to mailing the letters to all nominees, the private school regional coordinators and/or headmasters and public school division gifted education and world language coordinators will receive status lists indicating "invited," "alternate," or "declined" status for individual nominees. Each student's letter will be sent directly to his/her home address, and a copy will be sent to the nominating teacher. Students invited as participants or alternates must indicate by April 28, 2017, whether they intend to accept the invitation to participate or remain on the alternate list. After April 28, qualified students from the alternate list will be chosen to replace any students that have declined.

By May 1, all participants will receive or access online additional information relating specifically to their Academy. This information will include a variety of forms that must be returned to the Academy director in early June as well as detailed information about what to bring and what to expect.

### **9. PAYMENT PROCESS**

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Public school divisions and private schools will be invoiced in late May for students who have accepted the invitation to attend as of May 18, 2017. Divisions and private schools may receive a revised invoice after the first full day of the program, indicating students who declined or accepted after the May invoices. Only divisions and private schools with changes will receive revised invoices.

The cost of tuition, room and board, instructional materials, academic field trips, and other activities planned for the program will be paid from state and local funds. The 2017 per-student cost is expected to be no more than \$2,400. The school division that nominates a student stipulates that it will pay its share of the per-student cost as determined by the school division's current composite index of local ability-to-pay up to 50 percent of the total tuition. The state Appropriation Act requires public school divisions to contribute the local

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share of the tuition only for students enrolled in public school. The current Appropriations Act states:

*Chapter 780, Item 139 C.28. Governor's School Payments*

*b.1) Out of the amounts for Governor's School Payments, the Department of Education shall provide assistance for the state share of the incremental cost of summer residential Governor's Schools and Foreign Language Academies to be based on the greater of the state's share of the composite index of local ability-to-pay or 50 percent. Participating school divisions must certify that no tuition is assessed to students for participation in this program if they are enrolled in a public school.*

Public school divisions may decide how to handle reimbursements for home-school students nominated through a public school. The local share for private schools is 50 percent of the per student cost. The state pays the remaining share. Information about the current composite index of local ability-to-pay for each public school division is available online at [http://www.doe.virginia.gov/school\\_finance/budget/compositeindex\\_local\\_abilitypay/index.shtml](http://www.doe.virginia.gov/school_finance/budget/compositeindex_local_abilitypay/index.shtml).

Participants are expected to pay a \$75 materials fee for take-home items produced by and for the students during the Academies, including an Academy t-shirt, digital memory book, and other Academy-specific memorabilia. These items become valued keepsakes for Academy participants. Each student must also provide his/her own spending money and transportation to and from the program. In the event a student cannot afford these expenses, the school division or private school is encouraged to assist the student with these expenses. These extracurricular activities fees may be waived or reduced for economically disadvantaged students and those students whose families are undergoing economic hardship and are financially unable to pay. Fee Waiver Application forms are included in the host-site welcome packet for students who are accepted to one of the Academies.

### **Contact Information**

If you have questions regarding the applications, student selection process, submission of the nomination data, or the invoice process, please contact Dr. Lisa Harris, specialist for foreign languages, at the VDOE at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) or 804-225-3666.

## IMMERSION SPEAKING/COMPOSITION TOPICS AND LATIN TEST/ESSAY TOPICS

This form should be submitted by the world language department chairperson  
or designee in each school.

PLEASE SEND ONLY ONE ORDER FORM PER SCHOOL.

Name of School:

School Address:

School Telephone Number: (     )     -     ext.

Check here if independent school:

Name of School Division (Public schools only):

Name of Person Requesting Materials:

Title/Position:

Email:

Date of Request:

**To preserve the controlled testing environment, the language testing materials for the French, German, Latin, and Spanish Academies must be ordered.** There are no testing materials for the Japanese Academy.

Number of Testing Packets:

Schools may not order tests for more students than they are eligible to nominate and should not order more than are needed. Schools with 1-750 students in grades 10-12 may order only one test per language. Schools with over 750 students in grades 10-12 may order two tests per language.

Language	Number needed	Language	Number needed
French		Latin	
German		Spanish	

Student applications are available only from the Internet at the following address:

[http://www.doe.virginia.gov/instruction/foreign\\_language/language\\_academies/index.shtml](http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml)

The applications are available in two formats:

- A Word form document that can be downloaded, completed, and printed using Microsoft Word.
- A .pdf format that can be printed and completed by hand.

**Please send this form by December 16, 2016\***, to:

Lisa Harris  
Specialist for Foreign Languages  
Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120  
Voice: (804) 255-3666  
Email: [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov)

**FOR DOE OFFICE USE ONLY**

Order request received on \_\_\_\_\_

via \_\_\_\_\_

Testing materials mailed on \_\_\_\_\_

**\*Requests received after December 16 cannot be guaranteed for delivery in time to test students and submit applications by the deadline of January 27, 2017.**

**2017 GOVERNOR'S FOREIGN LANGUAGE ACADEMIES**  
**Head of School Tuition Certification**

**Please note: Acceptance is not guaranteed for any of the Governor's Foreign Language Academies.**

I hereby certify that funding is guaranteed for all of the following students who are qualified and genuinely interested in attending a Governor's Foreign Language Academy. I understand that this school will be invoiced in late May for the tuition for these students and that payment to the Virginia Department of Education, Budget Office, P.O. Box 2120, Richmond, VA 23218-2120, is expected by June 16, 2017. I thereby recommend \_\_\_\_\_ (#) nominee(s).

_____	(____) _____ - _____
School Name	School Phone Number
_____	(____) _____ - _____
Headmaster's Name (printed)	School Fax Number
_____	_____
Headmaster's Signature	Date

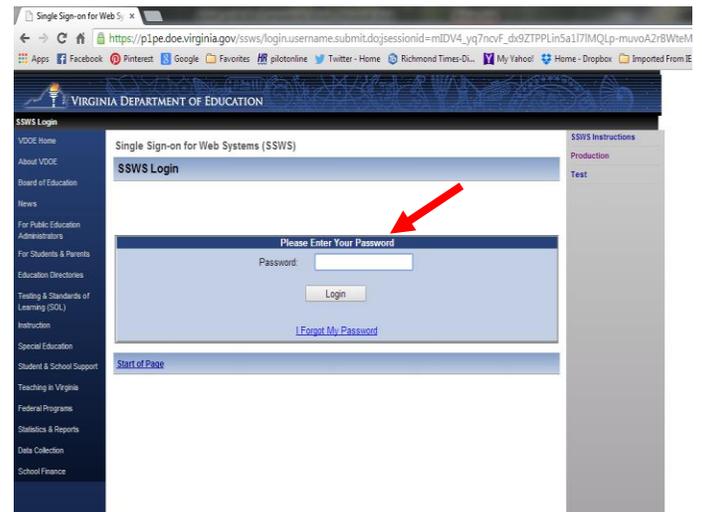
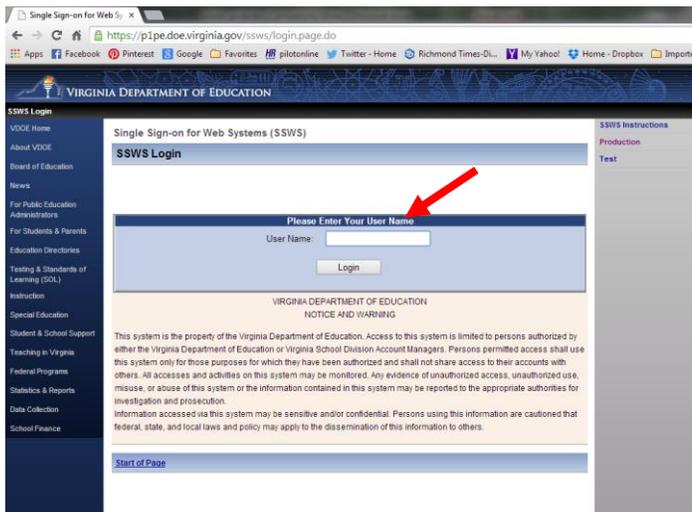
Academy	Student Name	City/County of Residence

**Please complete and return this form, postmarked by January 27, 2017, to:**  
**Dr. Lisa Harris**  
**Specialist for Foreign Languages**  
**Virginia Department of Education**  
**P.O. Box 2120**  
**Richmond, VA 23218-2120**  
**PHONE: (804) 225-3666      Email: Lisa.Harris@doe.virginia.gov**

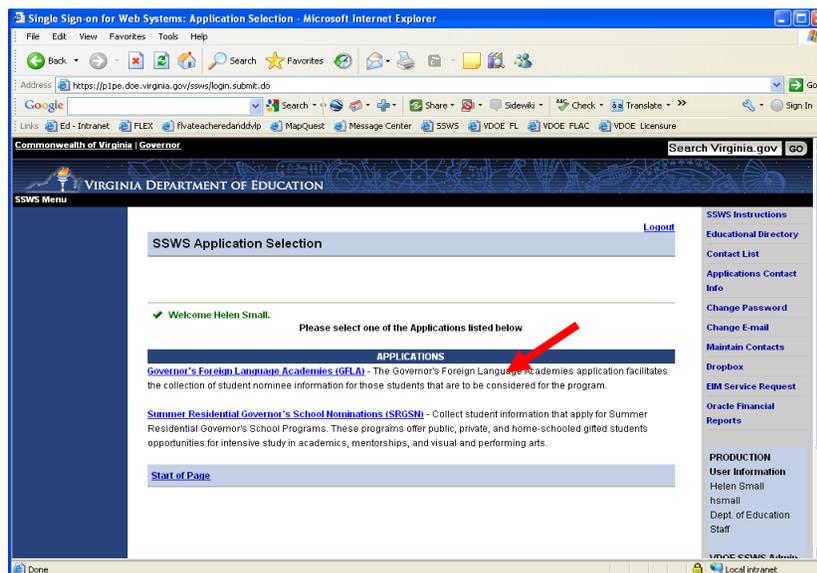
## Instructions for online entry of student data for public schools

Student data may be entered by the division world language supervisor or gifted education coordinator, or by a world language department chairperson or designee at the school level. This individual will enter all available information from the cover sheet of each student's application directly into the VDOE's Single-Sign-on for Web Systems (SSWS) Educational Information Management system through a secure Web site.

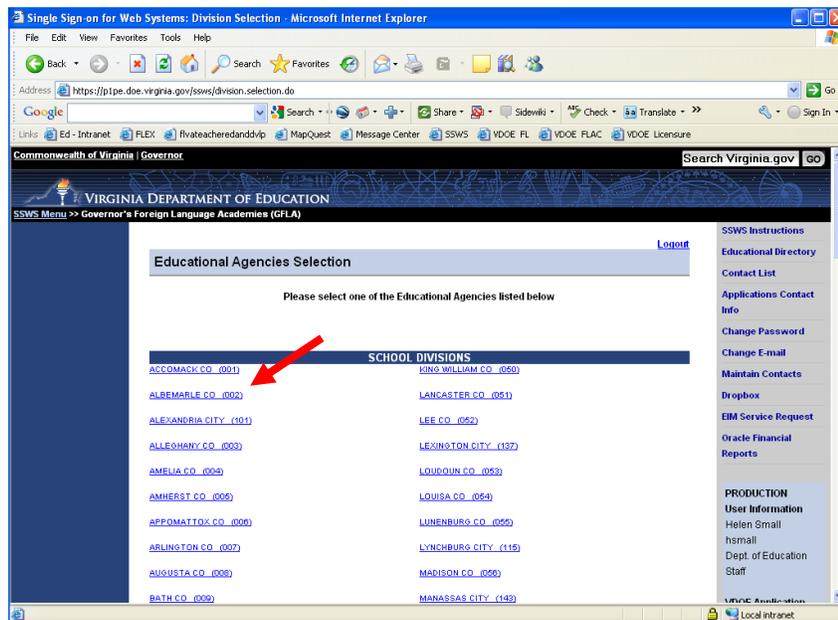
1. Contact your school division's SSWS account manager to obtain a user name and password. These cannot be assigned by the VDOE. Then go to <https://p1pe.doe.virginia.gov/ssws/login.page.do> and log in. (User Name and Password are now on separate screens.)



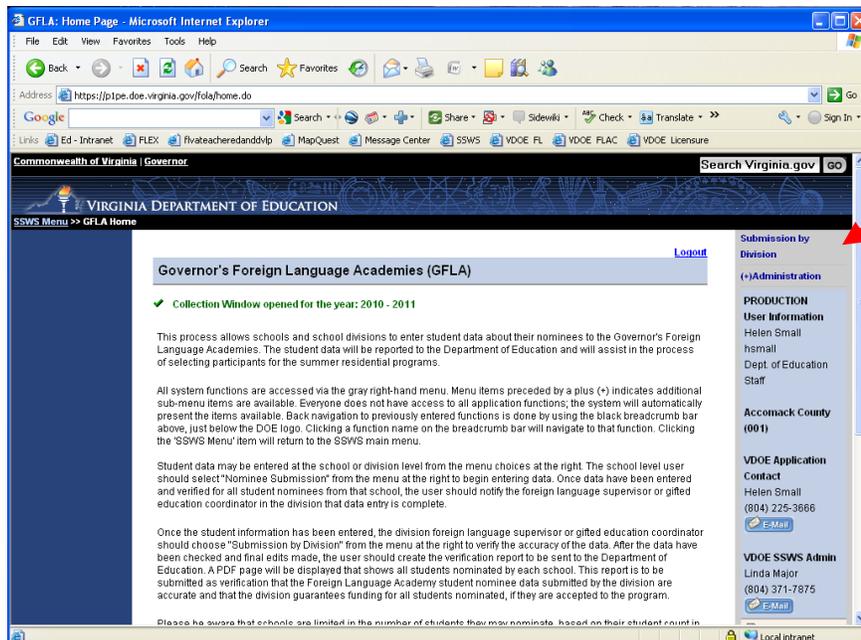
2. Choose "Governor's Foreign Language Academies." There may or may not be additional options available.



3. Select your school division. Accomack County Public Schools has been chosen for these examples. **Note:** The system may recognize the division based on your login and password, and may skip this step.



4. From this page, choose "Nominee Submission" or "Submission by Division," whichever is available to you, to begin the data entry process. You will not see the option "Administration."



5. Use the drop-down list to select your school and click “Add Nominee.”  
**Note:** The system may recognize the school based on your login and password, and may skip this step.

**Nominee Submission** [Logout](#)

School Year: 2010-2011  
 Select School: Arcadia High

First Name	Last Name	Nominating Teacher	Academy	Action
<input type="button" value="Add Nominee"/> <input type="button" value="Submit to DOE"/>				

[Start of Page](#)

**Submission by Division**  
 (+)Administration  
**PRODUCTION User Information**  
 Helen Small  
 hsmall  
 Dept. of Education Staff

**Accomack County (001)**

**VDOE Application Contact**  
 Helen Small  
 (804) 225-3666  
[E-Mail](#)

**VDOE SSWS Admin**  
 Linda Major  
 (804) 371-7875  
[E-Mail](#)

6. Choose the appropriate Academy and enter the student information from the cover sheet of the application. You may wish to make a copy of each cover sheet for this purpose, so that you can begin packaging and mailing the hard copies of the applications prior to data entry. Please enter all available information, regardless of whether it is optional in SSWS. If requested information is unknown or not applicable to this student, enter “unknown” or “N/A.”

**IMPORTANT NOTE: Do not use all caps when typing and pay careful attention to accuracy.** The information entered will create a database that will be used to calculate scores as well as generate mailing address labels and invoices.

The screenshot shows a web browser window titled "GFLA: Submit Nominee - Microsoft Internet Explorer". The address bar contains "https://tpe.doe.virginia.gov/fola/main.do". The page header includes "Commonwealth of Virginia | Governor" and "VIRGINIA DEPARTMENT OF EDUCATION". The main content area is titled "Edit Nominee" and contains a "Nominee Information" form. The form includes the following fields:

- Academy: Latin (dropdown)
- First Name: Julius, Middle Name: Augustus
- Last Name: Caesar
- Preferred Name: Augie
- Mailing Address: P.O. Box 23
- City: Somewhere
- State: Virginia (dropdown)
- Zip: 23456
- Student's Email Address: JAC@gmail.com
- Current Grade Level: 10th (dropdown)
- Current Language Level: II (dropdown)
- Teacher 1 Score: 24
- Teacher 2 Score: 20
- Parent's/Guardian's Name: J. A. Caesar, Sr.
- Home Phone: 804-555-9876
- Work Phone: 804-555-5432, Ext. 123
- Nominating Teacher: John Smith
- Teacher's Email Address: cicero@eccomack.k12.va.us

At the bottom of the form are "Cancel", "Reset", and "Submit" buttons. A "Start of Page" link is visible at the bottom left. The right sidebar contains "Submission by Division" information, including "PRODUCTION User Information" for Helen Small, "VDOE Application Contact" for Helen Small, and "VDOE SSWS Admin" for Linda Major. It also lists "Adobe's Acrobat Reader" and "Microsoft Excel Reader".

7. You will get a red error message if you enter something incorrectly in a required field. Enter or edit the requested information and click "Submit."

**GFLA: Submit Nominee** - Microsoft Internet Explorer

Address: <https://p1pe.doe.virginia.gov/fola/main.do>

Commonwealth of Virginia | Governor

VIRGINIA DEPARTMENT OF EDUCATION

SSWS Menu >> GFLA Home

**Edit Nominee** [Logout](#)

Please fix the following errors to proceed.  
 ✖ Parent Name is required.

**Nominee Information**

Note: Fields marked with asterisk \* are required.

\* Academy: Latin

\* First Name: Julius Middle Name: Augustus

\* Last Name: Caesar

\* Preferred Name: Augie

\* Mailing Address: P.O. Box 23

\* City: Somewhere

\* State: Virginia

\* Zip: 23456

\* Student's Email Address: JAC@gmail.com

\* Current Grade Level: 10th

\* Current Language Level: II

\* Teacher 1 Score: 24

\* Teacher 2 Score: 20

\* Parent's/Guardian's Name:

\* Home Phone: 804-555-9876

\* Work Phone: 804-555-5432 Ext. 123

\* Nominating Teacher: John Smith

\* Teacher's Email Address: cicero@accomeck.k12.va.us

Cancel Reset Submit

Start of Page

Submission by Division: Administration

PRODUCTION User Information: Helen Small, hsmall, Dept. of Education Staff

Accomack County (001)

VDOE Application Contact: Helen Small (804) 225-3666

VDOE SSWS Admin: Linda Major (804) 371-7875

Adobe's Acrobat Reader, Microsoft Excel Reader

8. You will see a green confirmation message if a student has been added or updated successfully. Choose “Add Nominee” to add more students, as necessary, and log out when finished.

**DO NOT CLICK “SUBMIT TO DOE” UNTIL ALL STUDENTS FROM ALL SCHOOLS HAVE BEEN ENTERED AND VERIFIED.**

Notify your division’s designee (gifted education coordinator or world language supervisor) when you have completed and double-checked all data entry. You may come back to the SSWS system to edit the information or add/delete nominees at any time UNTIL your division’s designee has submitted the information to DOE and has generated the verification report.

**HINT**  
To view and verify any entry, choose “Edit.”

Once “Submit to DOE” has been clicked and this report has been generated, the window will be locked and no further entries or edits will be allowed. If further edits must be made, please contact Dr. Lisa Harris at 804-225-3666 or [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) to reopen the window, and let your supervisor know that a new verification report will need to be generated and signed by the division superintendent.

**Nominee Submission**

✔ Julius Caesar updated successfully.

School Year: 2010-2011

Select School: Chincoteague High

First Name	Last Name	Nominating Teacher	Academy	Action
Julius	Caesar	John Smith	Latin	Edit Delete

Clicking the "Submit to DOE" button will lock out further data additions or changes. The division verification report will automatically be presented when the "Submit to DOE" button is clicked. The signed verification must be sent to DOE per the instructions on the GFLA Home page.

Add Nominee Submit to DOE

Start of Page

Submission by Division  
(+)Administration  
PRODUCTION  
User Information  
Helen Small  
hsmall  
Dept. of Education  
Staff  
Accomack County (001)  
VDOE Application Contact  
Helen Small  
(804) 225-3666  
E-Mail  
VDOE SSWS Admin  
Linda Major  
(804) 371-7875  
E-Mail

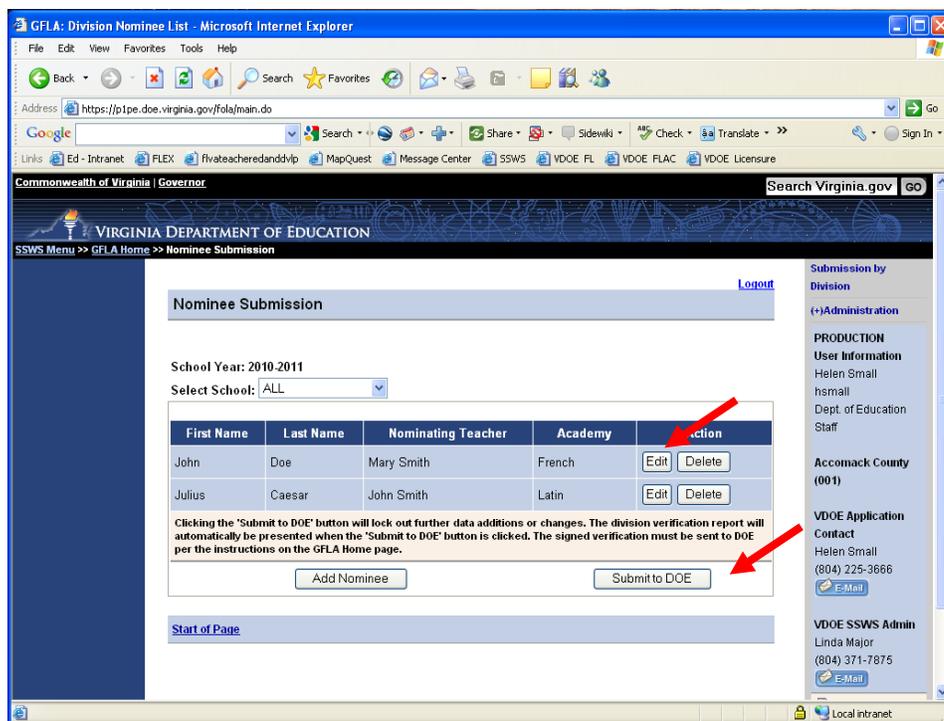
## Instructions for verifying student data at the division level and generating the verification report

When data entry is complete for all schools in the division, the gifted education coordinator or world language supervisor must log into the system as described in steps 1 through 4 above to verify the data, submit them to VDOE, and generate a verification report that must be signed by the division superintendent or his/her designee.

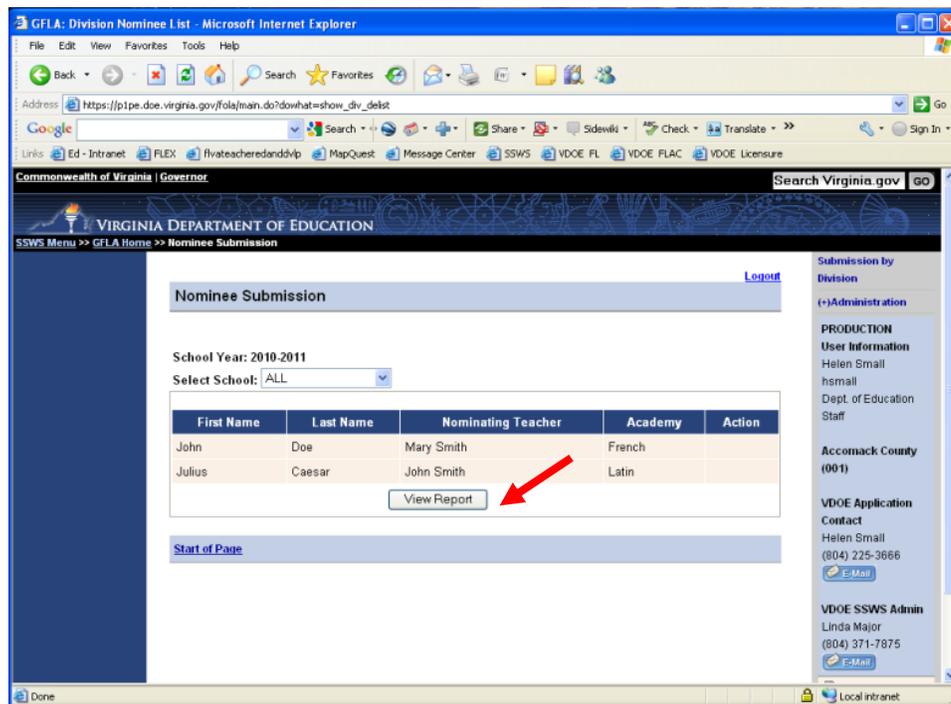
Accomack County Public Schools has been used in the examples below. As you look at the screen shots, please be aware that your computer may not show all of the SSWS administrative functions seen here.

1. Choose “Edit” to view and verify the student information. Once you are satisfied that data entry is complete and accurate for all high schools in the division click “Submit to DOE.”

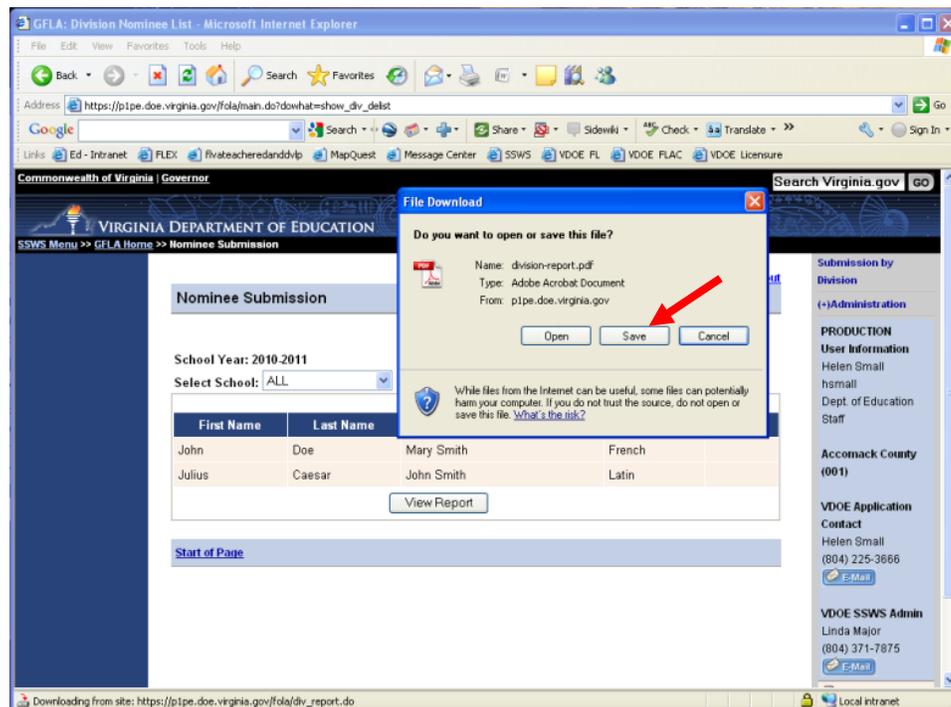
**NOTE: Once this button has been clicked, the data entry window will be locked and no further changes may be made.** If further editing is necessary, please contact Dr. Lisa Harris at 804-225-3666 or [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) to reopen the window. The window will also be automatically locked after **January 27, 2017**.



2. You will now see a similar page that does not allow for further editing, but shows a list of all students submitted from the division. Choose “View Report” to generate the verification report that must be submitted to VDOE.



3. A verification report for your division will be created as a PDF document, which should be saved to your computer, printed, completed, signed by the division superintendent or his/her designee, and emailed or postmarked to the VDOE by **January 27, 2017**.



4. After saving and printing the report, log out of the system, fill in the requested information, obtain the necessary signature, and email or mail the verification report to the VDOE by **January 27, 2017**. The contact person for status reports is typically the division's gifted education coordinator.

**Virginia Department of Education**  
Accomack County Public Schools (001)  
2011 Governor's Foreign Language Academies  
Public School Verification Report

Please note: Acceptance is not guaranteed for any of the Governor's Foreign Language Academies.

School Name	Student Name	Academy
Arcadia High	John Doe	French
Chincoteague High	Julius Caesar	Latin

I hereby certify that funding is guaranteed for all of the students above who are qualified and genuinely interested in attending a Governor's Foreign Language Academy and that no student enrolled in a public school will be charged tuition in the program. I thereby recommend 2 nominee(s).

The contact persons listed below will receive status lists and can verify funding.

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Name (printed): \_\_\_\_\_

Contact Person for Status Reports: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person for Financial Invoices: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please complete and return this form by mail or fax by January 21, 2011, to:

5. Once the data have been submitted to VDOE and the verification report has been generated, the data entry Collection Window will be closed and locked. Please contact Dr. Lisa Harris at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) or 804-225-3666 if the window needs to be reopened.

GFLA: Home Page - Microsoft Internet Explorer

Address: <https://p1p1.doe.virginia.gov/fola/home.do>

Commonwealth of Virginia | Governor

Search Virginia.gov

SSWS Menu >> GFLA Home

Logout

**Governor's Foreign Language Academies (GFLA)**

Collection Window closed

This process allows schools and school divisions to enter student data about their nominees to the Governor's and STARTALK Foreign Language Academies. The student data will be reported to the Department of Education and will assist in the process of selecting participants for the summer residential programs.

All system functions are accessed via the gray right-hand menu. Menu items preceded by a plus (+) indicates additional sub-menu items are available. Everyone does not have access to all application functions; the system will automatically present the items available. Back navigation to previously entered functions is done by using the black breadcrumb bar above, just below the DOE logo. Clicking a function name on the breadcrumb bar will navigate to that function. Clicking the 'SSWS Menu' item will return to the SSWS main menu.

Student data may be entered at the school or division level from the menu choices at the right. The school level user should select "Nominee Submission" from the menu at the right to begin entering data. Once data has been entered and verified for all student nominees from that school, the user should notify the foreign language supervisor or gifted education coordinator in the division that data entry is complete.

Once the student information has been entered, the division foreign language supervisor or gifted education coordinator should choose "Submission by Division" from the menu at the right to verify the accuracy of the data. After the data has been checked and final edits made, the user should create the verification report to be sent to the Department of Education. A PDF page will be displayed that shows all students nominated by each school. This report is to be submitted as verification that the Foreign Language Academy student nominee data submitted by the division is accurate and that the division guarantees funding for all students nominated, if they are accepted to the program.

Submission by Division  
(+) Administration  
PRODUCTION  
User Information  
Helen Small  
hsmall  
Dept. of Education  
Staff  
Accomack County (001)  
VDOE Application Contact  
Helen Small  
(804) 225-3666  
E-Mail  
VDOE SSWS Admin  
Linda Major  
(804) 371-7875  
E-Mail

Local intranet

### Selection Committee Evaluation Criteria

#### French, German, Spanish Academies

##### Teacher Recommendations:

- Average of points given by the two teachers recommending
- Teachers' general comments and answers to specific questions

##### Application:

- Student answers to questions; honors, activities
- Academic status (principal's form and transcript with emphasis on target language)
- Language travel/experience (no points given if extensive, i.e., equivalent to the Academy)

##### Composition in target language:

- Content
- Clarity of Expression
- Organization
- Vocabulary
- Grammatical Accuracy

##### Speaking test in target language:

- Amount of communication
- Quality of communication (fluency)
- Pronunciation
- Vocabulary
- Structure

#### Latin Academy

##### Teacher Recommendations:

- Average of points given by the two teachers recommending
- Teachers' general comments and answers to specific questions

##### Application:

- Student answers to questions; honors, activities
- Academic status (principal's form and transcript with emphasis on Latin)

##### Essay in English on Roman topic:

- Content
- Force of reasoning
- Originality and creativity
- Organization: Flow of thought and structure
- Breadth of vocabulary
- Spelling and grammatical accuracy

##### Grammar test

#### Japanese Academy

##### Teacher Recommendations:

- Average of points given by the two teachers recommending
- Teachers' general comments and answers to specific questions

##### Application:

- Student answers to questions; honors, activities
- Academic status (principal's form and transcript with emphasis on language)

##### Essay in English:

- Content
- Force of reasoning
- Originality and creativity
- Organization: Flow of thought and structure
- Breadth of vocabulary
- Spelling and grammatical accuracy

#### Avoid these common errors:

Application postmarked after January 27, 2017

##### General procedures not followed:

- Application pages out of order
- Missing information/sections
- Second recommendation is from another world language teacher
- Missing signatures or Xeroxed signature pages
- Items for same student sent separately
- Cover sheet not completed
- Wrong application form used

##### Testing procedures not followed:

- Proctor is a speaker/scholar of the language being tested
- Missing signatures on student/proctor sheets
- Dates/times differ on student/proctor sheets
- Students at same school tested on different days (all immersion should be on same day; all Latin should be on same day)