

2017 Virginia Governor's Foreign Language Academies



STUDENT NOMINATION PACKET

Latin Academy

Sponsored by the Virginia Department of Education
Richmond, Virginia

**NOMINATION PACKET
2017 GOVERNOR’S LATIN ACADEMY**

IMPORTANT: Please read the *Guide for Students and Parents/Guardians* or *Guide for Schools*, as applicable, before proceeding. These and all materials relating to the Academies are available from the Web site below.

http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml

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Note: When typing directly onto the application form,
the page numbers will vary based on the amount of text entered.

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Included in the *Guide for Students and Parents/Guardians*:

- Timeline for Submission of Application Documents
- Introduction
- Academic Programs
- Program Descriptions
- Nomination Criteria for Applicants
- Student Selection Process
- Standards of Conduct
- Frequently Asked Questions
- Helpful Hints

Included in the *Guide for Schools*:

- Timeline for Submission of Application Documents
- Dissemination of Information
- Criteria for Eligibility
- Schools' Selection Process
- Testing
- Schools' Nominee Submission Process
- VDOE's Selection Process
- VDOE's Notification Process
- Payment Process

Directions for assembling and mailing the student nomination packets are detailed on page three of this nomination packet as well as in the *Guide for Schools*, referenced above. **All materials must be assembled in the order indicated on the checklist and postmarked or hand-delivered to the Virginia Department of Education by 5 p.m. on Friday, January 27, 2017. Submit original completed packets to the appropriate address below:**

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 – 23rd Floor
101 North 14th Street
Richmond, Virginia 23219

(Schools shipping packets by a carrier other than U.S. mail must use the street address.)

The Governor's Latin Academy will take place on the campus of
Randolph-Macon College in Ashland, Virginia,
from June 25-July 16, 2017

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http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml

1. Copies of this document are available only from the Department of Education's Web site above. The following two versions of the nomination packet are available:
 - A form-protected Word file that can be downloaded and completed using Microsoft Word
 - A .pdf file that can be printed and completed by hand
2. **Please note that this nomination packet does not include the necessary materials for preparing (1) the Latin grammar test and (2) the essay.** Parents/guardians and students may not request the testing materials. The world language department chairperson for each school may obtain an order form for these items online at the Web site above and should **order testing materials by December 16, 2016.**
3. Funding for the Governor's Foreign Language Academies will be shared between the local school division or the private school and the Virginia Department of Education. Parents of students in private schools should discuss tuition arrangements with their respective schools as each varies on requirements for tuition reimbursement.
4. In order for your superintendent or headmaster to plan appropriately, please report the names of Academy applicants to the **local gifted administrator** or designee who handles funding for this program as soon as they are determined and no later than January 13, 2017.
5. The availability of the 2017 Governor's Foreign Language Academies – in part or *in toto* – is dependent on available funding.

Application Submission Deadline: January 27, 2017

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following position has been designated to handle inquiries regarding the Department's nondiscrimination policies:

Deputy Superintendent – Finance and Operations
Virginia Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120
(804) 225-2025

For further information on Federal nondiscrimination regulations, contact the Office of Civil Rights at OCR.DC@ed.gov or call 1 (800) 421-3481.

You may also view [Executive Order 1 \(2014\)](#), which specifically prohibits discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. You may obtain additional information at the Commonwealth of Virginia's [official website](#) concerning this equal opportunity policy.

NOMINATION PACKET 2017 GOVERNOR'S LATIN ACADEMY

IMPORTANT: Please read the *Guide for Students and Parents/Guardians* before proceeding. The guide and all materials relating to the Academies are available from the Web site below.

http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml

Directions for Students

1. Talk with your world language teacher or school guidance counselor about your school's nomination process before you begin the application.
2. If you have downloaded the nomination packet yourself, take the packet to the school designee, the person at your school responsible for assembling and submitting the packets. This could be a world language teacher, gifted education resource teacher, department chair or guidance counselor.
3. Schedule your grammar and essay test with the school designee. (Only the school designee can request the testing materials.) Bring blank notebook paper and pencil or pen with you to the testing location on the assigned day/time. (See pp. 7-8 of the *Guide for Students and Parents/Guardians* for more on testing.)
4. The nomination packet has forms for the student, parent or guardian, two teachers, and the principal or headmaster to complete. If the school designee tells you to distribute the forms, give each person their part of the packet in plenty of time to complete and return the forms. All forms should be returned directly to the school designee.
5. Ask your parent/guardian to complete, print, and sign their section of the application.
6. Complete, print out, and sign the student application form located on pp. 3-7 of this packet. (Note, the packet page numbers may change after you begin typing.) Be sure to complete all questions #1 – #33 of the student form. **Please type if possible. If you are not able to complete the form on a computer, please print neatly and clearly.**
7. Return the student and parent/guardian forms to the school designee before the deadline given by the school. Include a stamped, self-addressed postcard with your name and the Academy to which you are applying if you would like verification of receipt by the VDOE.
8. Status letters will be mailed in mid-April. If you do not receive a letter in the mail by April 20, 2017, contact your nominating teacher.

HINT

Start the process early and turn in all forms as soon as you finish them. Allow plenty of time for the school designee to organize all the parts of the nomination packet. See page 16 of the **Guide for Students and Parents/Guardians** for a timeline for submission of packets.

NOMINATION PACKET
2017 GOVERNOR'S LATIN ACADEMY

IMPORTANT: Please read the *Guide for Students and Parents/Guardians* before proceeding. The guide and all materials relating to the Academies are available from the Web site below.

http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml

Directions for Parent/Guardian

1. If you have downloaded the nomination packet yourself, take the packet to the school designee, the person at the school responsible for assembling and submitting the packets. This could be a world language teacher, gifted education resource teacher, department chair or guidance counselor.
2. Each school may nominate a maximum of two students per language. Contact the local school designee for any questions about the school nomination process.
3. Review the nomination process with your child. Be sure to review the timeline for submission of packets located on page 16 of the *Guide for Students and Parents/Guardians*.
4. Complete, print out, and sign the parent/guardian's form located on pp. 8-9 of this packet. (Note, the packet page numbers may change after you begin typing.) You can download an electronic version of this packet at the website listed above. **Please type if possible. If you are not able to complete the form on a computer, please print neatly and clearly.**
5. Return the *student application* and *parent/guardian forms* to the school designee before the deadline given by the school. Include a **stamped, self-addressed postcard** with the student's name and the Academy to which you are applying if you would like verification of receipt by the VDOE.
6. Parents/guardians of students in private school should discuss tuition payments with the school. Private schools are not required to fund the local share of tuition; however, only the school can submit the payment to VDOE.

HINT

Start the process early and turn in all forms as soon as you finish them. Allow plenty of time for the school designee to organize all the parts of the nomination packet. See page 16 of the **Guide for Students and Parents/Guardians** for a timeline for submission of packets.

IMPORTANT: Please read the *Guide for Schools* before proceeding. The guide and all materials relating to the Academies are available from the Web site below.

http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml

Directions for Public School Designee

(World Language Department Chair, Guidance Counselor, Lead Teacher, or designated administrator)

1. Public school designees should contact the local school division/ central office designee to **verify your division is participating** in the program. (The school division/central office designee could be the world languages supervisor, gifted education coordinator, or another central office administrator appointed by the superintendent as the designee for the Governor's Foreign Language Academies. In some smaller divisions, the school designee may also serve as the school division/central office designee.)
2. **Advertise the opportunity** as widely as possible to eligible students. (See pp. 3-4 of the *Guide for Schools* for more on eligibility criteria.)
3. **Distribute nomination packets** to interested students. Copies of this document are available only from the Department of Education's Web site above. School designees may also decide to distribute the packet in sections to the respective parties responsible for completion of specific forms.
4. **Order testing materials and schedule a proctor to administer the test.** The school designee for each school may obtain an order form for these items online starting in October at the Web site above. Please **order testing materials by no later than December 16, 2016.** Order enough testing materials and schedule testing only for those students the school will nominate.
5. **Collect completed application forms** from the students, parents/guardians, teachers, and principal/headmaster. Check all forms for signatures.
6. **Convene a school or local selection committee** if needed. Students (and their parents/guardians) whose applications are not submitted to VDOE for nomination by the school must be notified in writing. (See p. 5 of the *Guide for Schools* for more on selecting students.)
7. **Administer the language test.** All nominees must take the proctored test on the same day. (See pp. 5-6 of the *Guide for Schools* for more on testing students.)
8. **Complete a Cover Sheet** for each application the school will submit for nomination and assemble the applications in the order given on the *Checklist*. Please do not use staples to assemble the application.
9. **Make a copy** of each student application form for your files. Do **NOT** keep a copy of any testing forms or answers.
10. **Assemble and submit nomination packets.** Assemble each nomination packet using the *Checklist* on page 1 of the application. Send only the original application forms, one original transcript, the original and one copy of each composition, and the original cassette tape or CD. *Some public school divisions may direct local schools to submit the student packets to the central office designee in advance of the state submission deadline instead of mailing them directly to VDOE.* (See pp.7-9 of the *Guide for Schools* and page viii of this document for more on submitting packets.)
11. **Send a copy** of the application cover sheet for each student to the Division Designee (public schools only) by no later than January 13, 2017.
12. Some school divisions may ask the school designee to **submit student data** into the SSWS secure data system. Check with your school division/central office designee for questions about entering data for your school division. (See pp. 9-10 and Attachment C of the *Guide for Schools* for more on entering student data.)

Hint

Collect and review completed student applications before the scheduled testing date. Test only those students the school will nominate.

IMPORTANT: Please read the *Guide for Schools* before proceeding. The guide and all materials relating to the Academies are available from the Web site below.

http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml

Directions for Public School Division/Central Office Designee

(World Languages Supervisor, Gifted Education Coordinator, or designated central office administrator. In some smaller divisions, the school designee may also serve as the school division/central office designee.)

1. **Confirm participation** in the 2017 Governor's Foreign Language Academies with your school division/ county administration.
2. **Share information** about the program with local schools, including any school division/county nomination restrictions.
3. **Provide assistance** to local school designees as needed in completing the student nomination packets.
4. **Collect Cover Sheets** for all local school nominees in time to allow for data entry and obtaining the Superintendent's signature in advance of the submission postmark deadline.
5. **Enter data** from the student cover sheets into the secure SSWS system. If this task has been delegated to the school department chairs, verify that all data has been entered by the internal deadline. (See pp. 9-10 and Attachment C of the *Guide for Schools* for more on entering student data.)
6. Once all data has been entered and verified, **submit the data to VDOE** by clicking on the Submit button on the SSWS data entry screen. This will lock your screen and no further data can be entered without first contacting VDOE to unlock the screen.
7. **Print the Verification Report** and route to the division superintendent for signature.
8. **Submit the signed verification report** to VDOE by the postmark deadline. Reports can be mailed separately, included with the student application packets, or scanned and attached to an email.
9. Some school divisions opt to collect nomination packets from all local schools and submit them together in one mailing to VDOE. All nomination packets should be mailed or hand delivered to VDOE by the postmark deadline. If local schools are mailing their own packets, the division designee should confirm that all packets have been sent by the deadline.

Directions for Private School Designee

1. Follow all directions in steps 2 – 10 as listed in the Directions for Public School Designee on page vi.
2. Complete a *Head of School Tuition Certification Form* (Attachment B of the *Guide for Schools*) and submit to Headmaster for signature.
3. Submit the signed *Head of School Tuition Certification Form* to VDOE by the postmark deadline. Reports can be mailed separately, included with the student application packets, or scanned and attached to an email.

Nomination packet assembly and submission

All completed nomination packets must be postmarked or hand delivered by **Friday, January 27, 2017** to be considered. No exceptions will be made. The individual at the school responsible for assembly and mailing should return the completed packets to:

U.S. MAIL

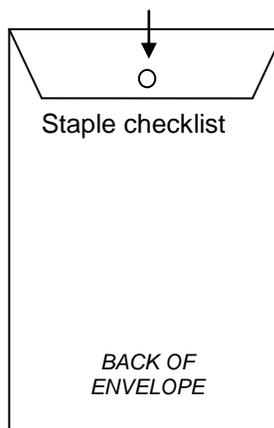
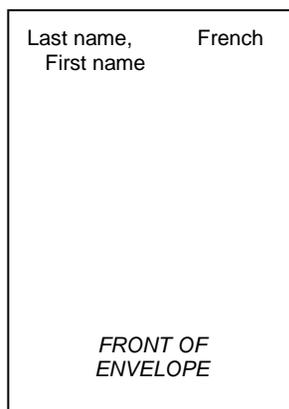
Dr. Lisa Harris
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Virginia Department of Education
James Monroe Building – 23rd Floor
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Richmond, Virginia 23219

Instructions for Assembly of Nomination Packet

- 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 (see diagram):
 - 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 nomination packet is complete.
 - Include all documents on the checklist (in order), including the cover sheet, essays, transcript, 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 glue, tape, 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 separate mailing envelope or box.
 - Please stack packets neatly and do not fold applications.
 - Address and seal the mailing envelope or box.
- Mail or hand-deliver to the address above.

It is recommended that schools keep a copy of each student nomination packet (except testing materials) on file until the close of the Academies.

CHECKLIST 2017 Governor's Latin Academy

NOTE: The individual responsible for assembling and submitting all materials must include the cover sheet and this checklist for each student nominated. Incomplete nomination packets will not be considered.

Please use this checklist *while assembling the nomination packet* to ensure that a complete application is submitted. Staple the checklist to the outside back of the manila envelope holding the individual student's application materials. Public schools should keep a copy of the cover sheet for data entry later. Please refer to the *Guide for Schools* for additional details and instructions.

- Included in this packet are:
 - A stamped, self-addressed acknowledgement postcard with student's name and Academy (optional)
 - This checklist
 - Cover sheet – [page 2](#) completed (attention to the following)
 - Number of points in designated areas for teacher recommendations entered
 - Copy of cover sheet given to the person responsible for data entry (public schools only)
- ONE original application (please do not use staples to assemble) that includes:
 - Student section – [pages 3-6](#) + up to 4 pages of response from the student
 - Answers to student questions 13a and b are no. (If either answer is yes, STOP. Verify the student answer and do not submit nomination if the answer is yes.)
 - Parent's or Guardian's Form – [pages 7-8](#)
 - Current or Most Recent Language Teacher's Form – [pages 9-10](#) + pages of response from language teacher
 - Second Teacher's/Counselor's/Sponsor's, etc., Form – [pages 11-12](#) + pages of response from second recommendation
 - Principal's or Headmaster's Form – [page 13](#)
- All of the above forms have original signatures on pages 5, 9, 11, 13, and 14 (actual page numbers may vary, depending on the amount of text entered)
- Student's transcript and IEP, if applicable
- Sealed envelope (A) containing:
 - Grammar test
 - Completed and signed answer sheet for grammar test
 - Signed proctor grammar test instruction sheet
- Sealed envelope (B) containing:
 - Original essay + one photocopy of essay
 - Signed student and proctor essay instruction sheets
- Applicant's name has been reported to the local gifted education administrator and world language supervisor or contact person
- Please list name(s) and contact information for the following people:

Please complete	<p>Nominating teacher: Phone number: () - ext. Email:</p> <p>Nominating School Designee/ contact person: Phone number: () - ext. Email:</p> <p>School Division/Central Office Designee/ contact person: Phone number: () - ext. Email:</p>
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COVER SHEET

2017 Governor's Latin Academy

Please complete the following (TYPE OR PRINT CLEARLY). Public schools or VDOE will later enter this information into an online database that will be used to contact students, parents, and schools, and produce invoices. We thank you in advance for your careful attention to detail and accuracy. Public schools are requested to enter ALL available information into the online system. VDOE will enter the information for private school students.

Student's Legal Name:
(Last, first middle)

Preferred Name:
(p. 3, #2)

Home Mailing Address:
(p. 3, #6)

Student's Email:
(p. 3, #9)

Name of Public School Division, if applicable:
(p. 3, #3)

Current Grade Level:
(p. 3, #10)

Current Level of Language Study:
(p. 3, #12)

Name(s) of Parent(s)/Guardian(s) with whom student resides:
(p. 8, #1 or #2)

Home Phone: () -
(p. 8, #1 or #2)

Work Phone: () - ext.
(p. 8, #1 or #2)

Please enter the total number of points from the teacher recommendations:

1st Teacher's Rating Score (p. 13): _____
(40 maximum)

2nd Teacher's Rating Score (p. 15): _____
(32 maximum)

Nominating Teacher:

School:

Teacher's Email:

School Address:

School Phone: () - ext.

School Fax: () -

Division/County Contact Person:

Contact Person's Email:

2017 GOVERNOR'S LATIN ACADEMY**STUDENT'S APPLICATION FORM**

Page 1

- Notes:**
1. Read the *Guide for Students and Parents/Guardians* and the entire packet before proceeding. The guide and all necessary nomination materials are available at http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml.
 2. **Completion** of all items is vital to the selection process.
 3. **PLEASE TYPE IF POSSIBLE.** This application can be completed using a form-protected Word file found at the Web site above. If you are not able to complete on a computer, PRINT CLEARLY.
 4. **Return this form** to the person in the school responsible for the assembly and submission of the nomination materials by the school's return deadline or no later than **January 13, 2017**
 5. Applications must be reviewed, assembled, and postmarked by Friday, January 27, 2017.

1. Your legal name (last, first middle):
2. Name you prefer to be called (First name only, for nametag):
3. Name of public school division, if applicable:
4. Name of public or private school:
5. School telephone number, including area code: () -
6. Home mailing address:
7. Street address, if different:
8. Home telephone number, including area code: () -
9. Student's email:
10. Current grade level: 10 11
11. Birth date:
12. Current level of language study:
13. You are eligible to apply for only one Governor's Summer Residential Program at a time and may attend only one program during your high school career. This includes the Governor's Foreign Language Academies (French, German, Japanese, Latin, and Spanish) and the Summer Residential Governor's Schools (Agriculture; Humanities; Math, Science, and Technology; Life Sciences and Medicine; Visual and Performing Arts; Mentorship in Engineering; Mentorship in Marine Science).
 - 13a. Yes No *Have you applied for any other Summer Residential Governor's School in any content area this school year?*
 - 13b. Yes No *Have you previously attended a Summer Residential Governor's School in any content area?*

STUDENT'S APPLICATION FORM
Page 2

14. Consider very carefully the following questions:
- a. Can you survive in a highly structured, yet stimulating and challenging environment with rules and expectations governing your behavior? Yes No
 - b. Can you survive for three weeks knowing that you will have no telephone, email or personal contact with family or friends? Yes No
 - c. Are you willing to take risks with your language skills in learning another language? Yes No
15. Please submit two reference forms – one from your current or most recent Latin teacher and a second from another teacher or counselor who is **not** a world language teacher but who knows you and your work. The forms are a part of this packet.
16. Under the supervision of a faculty or staff member **who is not a Latin teacher and has not studied Latin**, prepare a handwritten essay on the indicated topics in ink, and take a written grammar test using a #2 pencil. Information about providing testing accommodations is available in the *Guide for Students and Parents/Guardians* and the *Guide for Schools*. Instructions will be given to you in a sealed envelope for each of these activities, which are to be completed during a single two-hour block of time. Take several pens, #2 pencils, and sheets of lined notebook paper, but **no** textbooks, dictionaries, reference materials, etc.

Do not have your essay proofread or corrected by your teacher or anyone else. It must be your own work. **Please write your name on the upper right-hand corner of each page of the essay.** If it is determined that you have received assistance, you will not be considered for admission to the Academy.

17. Read and sign the statement below:

If selected, I will speak only the target language throughout the Academy. I will abide by all rules and expectations of the Academy, and I will be present at all times from the opening ceremony until the final event scheduled on the last day of the Academy. I am aware that this is an academic program, NOT a camp, and am willing to work to improve my language skills in challenging and fun activities.

I understand that I may be dismissed for misconduct, including unauthorized use or possession of a telephone, or deliberate use of English or another native language. Misconduct leading to dismissal will be reported to my school and may result in additional disciplinary action by my school division.

I certify that the information on this form is accurate and that I have received no assistance in the preparation of the composition and tape. I further certify that I have read and understand all the information contained in the *Guide for Students and Parents/Guardians*.

Date: _____

Signature of Applicant: _____

STUDENT'S APPLICATION FORM
Page 3

Please answer fully questions 18-31. You may use the fill-in forms of the Word version of this document, which expand automatically, or answer the questions on your own paper and attach them to this application form. Include your name on the upper right corner of each page. Your responses to all questions *may not exceed a total of four single-spaced typed pages*. Please restate the question in bold type above each response if using your own paper.

18. **What have you liked the most about your study of the Latin language?**
19. **What have you liked the least about your study of the Latin language?**
20. **List hobbies, sports, extracurricular and leisure-time activities, and service projects in which you have participated. Be sure to include current or recent work experience and summer activities.**
21. **List any honors you have received that you feel are relevant to the Academy.**

Questions 22-31 will be helpful to the director in planning and organizing the program.

22. **Do you work well with others? Please give specific examples. Explain how you adapt to challenges.**
23. **What topics or kinds of activities would you like to see as a part of the Academy program? If you were planning it, what kinds of things would you include?**
24. **Do you play a musical instrument, sing, dance, play a sport, or have any other particular talent that might be an asset to the Academy activities? Yes? No? If yes, please elaborate.**

(Continued on next page)

STUDENT'S APPLICATION FORM

Page 4

25. **The Academy requires your presence for the entire length of the program, from opening day to closing day. Do you anticipate any other summer activities that might interfere with your uninterrupted attendance for the entire duration of the Academy? Yes? No? If the answer is yes, please explain.**
26. **Are you flexible enough to live in an environment where food choices are very limited? Yes? No?**
27. **Do you have the necessary physical stamina to live on a college campus, which requires extensive movement outdoors among the residence hall, classrooms, dining hall, recreation fields, and other locations throughout the day? Yes? No?**
28. **Have you ever spent an extended period of time (a week or more) away from your family? Yes? No? If the answer is yes, please describe the circumstances.**
29. **If you were to experience homesickness, how would you deal with it?**
30. **Describe your ideal roommate.**
31. **List ten adjectives that you think describe you.**

2017 GOVERNOR'S LATIN ACADEMY

PARENT'S OR GUARDIAN'S FORM

(To be completed by the parent or guardian)

Page 1

- Notes:**
1. Read the *Guide for Students and Parents/Guardians* and the entire packet before proceeding. The guide and all necessary nomination materials are available at http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml.
 2. If it is not appropriate to give information for both father and mother, please make appropriate adjustments.
 3. **PLEASE TYPE IF POSSIBLE.** This application can be completed using a form-protected Word file found at the Web site above. If you are not able to complete on a computer, PRINT CLEARLY.
 4. Return this form to the person in the school responsible for the assembly and submission of the nomination materials by the school's return deadline or no later than **January 13, 2017**.
 5. Applications must be reviewed, assembled, and postmarked by Friday, January 27, 2017.

1. Parent/Guardian 1's name:

Home mailing address:

Telephone numbers, including area code:

Home: () -

Work: () - ext.

Cell: () -

Parent/ Guardian 1's Email:

2. Parent/ Guardian 2's name:

Home mailing address:

Telephone numbers, including area code:

Home: () -

Work: () - ext.

Cell: () -

Parent/Guardian 2's Email:

3. City/County in which applicant resides:

4. Please identify a secondary contact, in case it should be necessary to contact you in an emergency and neither of the persons identified above is available.

Name:

Telephone numbers, including area code:

Home: () -

Work: () - ext.

Cell: () -

Address:

Relationship to applicant:

PARENT'S OR GUARDIAN'S FORM
Page 2

5. Please read and sign the statement below:

I, the parent (guardian) of _____, permit him/her to be nominated to participate in the 2017 Governor's Latin Academy. If selected, I understand that he or she must be present at all times from the opening ceremony until the end of the closing ceremony on the last day of the Academy. I understand that for students enrolled in public schools, all expenses of room, board, and tuition will be paid by local and state funds. If my child is a home-school or private school student, I have confirmed how payment will be made for the local share of the tuition. I also understand that transportation to and from the Academy, an activity fee of \$75, and money for personal expenses must be provided by the participants.

I understand that if selected for the Academy, my son or daughter will live in a dormitory and will abide by the rules and expectations set forth for the Academy, including no leave of absence except in cases of medical and/or family emergency, as described in the *Guide for Students and Parents/Guardians*. I understand that failure to participate in the academic and activity programs or infraction of the rules and expectations, including unauthorized possession or use of a telephone or deliberate use of English or another native language, will be just cause for dismissal, and that I shall be responsible for arranging transportation or for assuming the costs of transportation arranged by the Academy director. I also understand that misconduct leading to dismissal will be reported to my child's school and may result in additional disciplinary action by the school division.

I am aware that this is an academic program, not a camp, and that students must be willing to work to improve their language skills in challenging and fun activities. I understand that security and health services are provided for participants by the host site, as described in the *Guide for Students and Parents/Guardians*. I grant permission for a transcript of my son's or daughter's secondary school record and a copy of the Individualized Education Program (IEP) to verify any needed accommodations, if appropriate, to be sent as part of the nomination packet.

I have evaluated my child's abilities and have determined that he/she has the maturity to participate in the rigorous requirements of the Academy and exercise appropriate judgment when away from home, and can survive a highly structured and challenging environment with rules and expectations governing his/her behavior.

I understand that teacher recommendations and testing materials are confidential, and I waive my right to review and inspect my child's application for the Governor's Foreign Language Academies.

Date: _____ **Signature of Parent/Guardian:** _____

2017 GOVERNOR'S LATIN ACADEMY
CURRENT OR MOST RECENT LATIN TEACHER'S FORM
 Page 1

Notes:

1. Read the **Guide for Schools** and the entire packet before proceeding. The guide and all necessary nomination materials are available at http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml.
2. **Completion** of all items is vital to the selection process.
3. **PLEASE TYPE IF POSSIBLE.** This application can be completed using a form-protected Word file found at the Web site above. If you are not able to complete on a computer, PRINT CLEARLY.
4. **Return this form** to the person in the school responsible for the assembly and submission of the nomination materials by the school's return deadline or no later than **January 13, 2017**.
5. Applications must be reviewed, assembled, and postmarked by Friday, January 27, 2017.

Student's name:

School name:

Your name:

Position/Title:

Which Latin course(s) has the student taken with you?

1. Please estimate the extent to which the student demonstrates the qualities listed below by placing an X in the appropriate boxes. Be sure to rate each attribute as accurately as possible. Accurate estimates better enable the faculty to tailor the program to the students' needs.

Attribute	Superior (4 points)	Good (3 points)	Fair (2 points)	Poor (1 point)
Interest in learning the language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language learning aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative, self-direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determination to succeed when faced with challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to get along with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to get along with teachers/adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Points				<input type="text"/>

2. Academy students must be adaptable "team players." They may be shy or introverted, but they must not insulate themselves from others all of the time. Are you convinced that this student is sufficiently malleable to enjoy an extended period of group living? Yes No

CURRENT OR MOST RECENT LATIN TEACHER'S FORM
Page 2

3. How would you rank this student among the world language students that you have taught? In the top: 2% 5% 10% 15% 20% below top 20%
5. How many years have you taught Latin?
6. What is the student's current or most recent grade in your Latin class?
7. **Please attach to this form a signed letter of recommendation written on school letterhead.**

Students are selected for the Governor's Foreign Language Academies based on a variety of criteria. The degree of success that they experience is directly related to their motivation to excel. Comment on this student's ability to meet the requirements listed below and cite some examples to support your comments. **Please be sure to focus on the items below.** Include the student's name on the upper right corner of each page and sign both the letter and the reference form.

- Ability to adapt to challenges
- Ability to maintain a positive attitude
- Ability to adapt to living away from home, family and friends
- Ability to adhere to rules and expectations of the program
- Motivation to succeed and desire to learn the Academy language
- Ability to get along well with other young people and adults in a pleasant but intensive environment

8. Please read and sign the statement below:

I certify that to my knowledge the information provided above is accurate and that I have given this student no assistance in the preparation or correction of wither the Latin test or the essay.

Date: _____

Signature: _____

2017 GOVERNOR'S LATIN ACADEMY**SECOND TEACHER'S RECOMMENDATION FORM**(or coach, sponsor, scout leader, etc., but **not** another world language teacher)**Page 1****Notes:**

1. **Read the *Guide for Schools*** and the entire packet before proceeding. The guide and all necessary nomination materials are available at http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml.
2. **Completion** of all items is vital to the selection process.
3. **PLEASE TYPE IF POSSIBLE.** This application can be completed using a form-protected Word file found at the Web site above. If you are not able to complete on a computer, PRINT CLEARLY.
4. **Return this form** to the person in the school responsible for the assembly and submission of the nomination materials by the school's return deadline or no later than **January 13, 2017**.
5. Applications must be reviewed, assembled, and postmarked by Friday, January 27, 2017.

Student's name:

School name:

Your name:

Position/Title:

1. Please estimate the extent to which the student demonstrates the qualities listed below. Be sure to rate each attribute as accurately as possible. Accurate estimates better enable the faculty to tailor the program to the students' needs.

Attribute	Superior (4 points)	Good (3 points)	Fair (2 points)	Poor (1 point)
Initiative, self-direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence of thought	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determination to succeed when faced with challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to get along with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to get along with teachers/adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Points				

2. Academy students must be adaptable "team players." They may be shy or introverted, but they must not insulate themselves from others all of the time. Are you convinced that this student is sufficiently malleable to enjoy an extended period of group living? Yes No
3. In what way(s) have you worked with this student?

SECOND TEACHER'S RECOMMENDATION FORM
Page 2

4. **Please attach to this form a signed letter of recommendation written on school letterhead.**

Students are selected for the Governor's Foreign Language Academies based on a variety of criteria. The degree of success that they experience is directly related to their motivation to excel. Comment on this student's ability to meet the requirements listed below and cite some examples to support your comments. **Please be sure to focus on the items below.** Include the student's name on the upper right corner of each page and **sign both the letter and the reference form.**

- Ability to adapt to challenges
- Ability to maintain a positive attitude
- Ability to adapt to living away from home, family and friends
- Ability to adhere to rules and expectations of the program
- Motivation to succeed and desire to learn
- Ability to get along well with other young people and adults in a pleasant but intensive environment

5. Please read and sign the statement below:

I certify that to my knowledge the information provided above is accurate, and that I am not this student's world language teacher. I have given this student no assistance in the preparation or correction of the speaking or writing sample.

Date: _____

Signature: _____

**2017 GOVERNOR'S LATIN ACADEMY
PRINCIPAL'S OR HEADMASTER'S FORM**

Notes:

1. Read the **Guide for Schools** and the entire packet before proceeding. The guide and all necessary nomination materials are available at http://www.doe.virginia.gov/instruction/foreign_language/language_academies/index.shtml.
2. **Completion** of all items is vital to the selection process.
3. **PLEASE TYPE IF POSSIBLE.** This application can be completed using a form-protected Word file found at the Web site above. If you are not able to complete on a computer, PRINT CLEARLY.
4. **Return this form** to the person in the school responsible for the assembly and submission of the nomination materials by the school's return deadline or no later than **January 13, 2017**.
5. Applications must be reviewed, assembled, and postmarked by Friday, January 27, 2017.

Student's name:

Principal's or headmaster's name:

School name:

Principal's or headmaster's email:

1. Applicant's actual or estimated rank in class:
 top 2% top 4% top 6% top 10% below top 10%
2. Attach a legible transcript of the applicant's high school record.
3. **IMPORTANT!** Attach a copy of the Individualized Education Program (IEP) to verify any needed accommodations, if appropriate.
4. List the names and positions of local school selection committee members, if there was one. If no local selection committee was formed, write "none".
5. Do you have any comments about this student's strengths and weaknesses that you think would be helpful to the selection committee in evaluating his/her application?

Certification Statement

I hereby certify that _____ is qualified and is genuinely interested in attending the Governor's Foreign Language Immersion Academy. I thereby recommend this applicant for consideration as a participant in the Academy.

Date

Signature of Principal/Headmaster or Designee

Printed Name and Title