

2017 Summer Residential Governor's Schools (SRGS) A Guide for Public and Private School Administrators

The 2017 Summer Residential Governor's School (SRGS) selection process is consistent with the mission of the Virginia Department of Education (VDOE) to provide eligible students in the Commonwealth fair and equitable access to programs and services. The process continues to provide representation in the SRGS to students throughout the Commonwealth from public school divisions and accredited private schools. All guides, parent and student information, applications, and school nomination forms are available at the following Web address:

http://www.doe.virginia.gov/instruction/governors_school_programs/summer_residential/index.shtml.

The administrative guide has been developed to assist counselors and others who are working with current sophomores or juniors who wish to apply for any of the Summer Residential Governor's Schools. The guide outlines the specific process for the summer programs from prenomination through completion of the summer program. To assist schools and counselors through this process, the VDOE has established specific VDOE deadlines (Attachment A) and has recommended deadlines for divisions to use to facilitate submission of student information through the VDOE's Single Sign-on Web System (SSWS). Public school divisions' gifted education coordinators and private school regional coordinators act as the primary VDOE contacts for all information and submission of student nominees. Please refer to Attachment B for the names and contact information of the private school regional coordinators and a listing of private schools by region.

In reviewing the VDOE deadlines, divisions and private school regional coordinators should establish their own deadlines for the submission of the various parts of the applications. Each division and private school regional coordinator is encouraged to provide the school counselors in the division or private school with information and deadlines regarding the application process and meeting dates and locations.

Because many schools do not have school-based gifted education teachers, the secondary school counselor is a vital person in the application process. He or she may be the one person in the building with access to the required records and who also knows the student. Students should consult the school counselor throughout the process and honor all deadlines established by the counselor.

Each program has its own application.

Please have students use the appropriate application of the corresponding program.

Definition of Terms

Applicants	Students are classified as applicants throughout the school and division's selection process.
Nominees	Applicants are classified as nominees if their applications are selected by the division's selection committee to be submitted to the VDOE.
Gifted Education Coordinator	The designated contact person within the division who is the final authority within the division for problem solving with the VDOE.
Private Schools	Each private school submitting applications for the regional nomination process must be accredited by one of the approved accrediting constituent members of the Virginia Council for Private Education (www.vcpe.org).
Private School Regional Coordinator	The designated contact person within the Private School Region who is the final authority within the Region for problem solving with the VDOE.

Visual and Performing Arts Programs The visual and performing arts programs available for students include dance, instrumental music, theatre, visual arts, and vocal music.

1. DISSEMINATION OF INFORMATION

- Each division's gifted education coordinator and each private school administrator is encouraged to provide all high schools with information regarding the application submission process. Each division and private school should establish and publicize local dates for the submission of applications within the school or division.
- The Governor's School process begins as **tenth- and eleventh-grade students** return to school. Schools must publicize information about the Summer Residential Governor's Schools to all tenth- and eleventh-grade students and may not restrict information about the program to students enrolled in advanced classes or those recommended solely by teachers.
- Schools must not discriminate upon the basis of religious conviction, race, gender, age, national origin, disability, or parent/guardian occupation.
- Public school divisions are responsible for the local share of the tuition costs for any student enrolled in a public school who is nominated. The local share for the school division is based on its current ability-to-pay composite index, not to exceed 50 percent of the tuition cost for the respective program. The remainder of the cost is paid with state funds.
- Private schools are responsible for 50 percent of the tuition cost for the respective program. The remainder of the cost is paid with state funds.
- Each private school may select applicants for the SRGS programs. **It is important that accredited private schools wishing to participate in the programs contact the regional coordinator as soon as possible to confirm their intentions to participate.**

NOTE: Students whose parent or legal guardian resides in Virginia and who attend private schools outside of the Commonwealth may also be nominated for Virginia's Summer Residential Governor's Schools if they meet all other eligibility requirements. Such students must contact Dr. Donna Poland, Specialist for Governor's Schools and Gifted Education, in the Office of Mathematics and Governor's Schools at Donna.Poland@doe.virginia.gov, or at 804-225-2884, for more information. Some schools in the DC area participate in the selection process with private schools in northern Virginia; see listing in Attachment B.

2. CRITERIA FOR ELIGIBILITY

Schools must provide an application to any student who meets the eligibility criteria listed below. 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. The following criteria must be met for a student to be eligible for consideration for the Governor's School program as indicated:

- In the **academic programs and the mentorship programs**, a student must be identified as gifted. The *Regulations Governing Educational Services for Gifted Students* (8VAC20-40-40, Screening, referral, identification, and service) define the areas in which students may be identified as gifted. Submission of a nominee not meeting this first criterion constitutes identification and placement of that student from this point forward in the school division's gifted education program. If a student has been identified through the local division identification process, the score on the achievement or aptitude/ability measure used in the identification process may be used as one of the two required norm-referenced tests, regardless of the age of the student when the test was taken. The second required score must come from a norm-referenced

achievement or aptitude/ability measure administered within the past three years. For a list of suggested measures and publishers, please refer to Attachment C.

- In the **visual and performing arts (VPA)** programs, a student must be identified as gifted in an arts area (8VAC20-40-40, Screening, referral, identification, and service). If a school does not identify and serve students gifted in the arts, any student who meets one of the criteria listed below for the VPA program may apply. In addition, each applicant must participate in the adjudication process in January as scheduled by VDOE.

A student may meet any one of the following criteria to be eligible for the VPA program:

- Rank at or above the 80th percentile on recent standardized test measures, or
- Possess a C average for the last grade completed, or
- Have a letter of commendation from a teacher who feels the student would qualify if not for an unusual situation or circumstance.

- A student must be neither a current applicant to a 2017 Governor's Foreign Language Academy or other Summer Residential Governor's School, nor a former participant in these programs. **A student may attend only one Foreign Language Academy or Summer Residential Governor's School program during his or her high school career.**
- A student who participates in one of the 19 Academic-Year Governor's Schools or who has participated in one of the 20 Summer Regional Governor's Schools **MAY** apply.
- A student must be genuinely interested in attending the Governor's School and have the emotional maturity, stability, and self-discipline to live away from home for an extended period.
- A student must be eligible for a free, public education in the Commonwealth of Virginia.

3. ACADEMIC PROGRAMS AND DATES

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| • Agriculture (AG)
Virginia Tech | (4 weeks) June 25 – July 22, 2017
Program begins at 2 p.m. |
| • Humanities (HUM)
Radford University | (4 weeks) June 25 – July 22, 2017
Program begins at 1 p.m. |
| • Mathematics, Science, and Technology (MST)
Lynchburg College | (4 weeks) July 2 – July 29, 2017
Program begins at 2 p.m. |
| • Medicine and Health Sciences (MHS)
Virginia Commonwealth University | (4 weeks) July 2 – July 29, 2017
Program begins at 12 p.m. |
| • NASA/NIA Mentorship (NASA/NIA)
Christopher Newport University | (4 weeks) June 25 – July 22, 2017
Program begins at 3 p.m. |
| • Virginia Institute of Marine Science Mentorship (VIMS)
Christopher Newport University | (4 weeks) June 25 – July 22, 2017
Program begins at 3 p.m. |
| • Visual and Performing Arts (VPA)
Radford University | (4 weeks) June 25 – July 22, 2017
Program begins at 1 p.m. |

Program	Location	Student Capacity
Agriculture (AG)	Virginia Polytechnic Institute and State University	100
Humanities (HUM)	Radford University	200
Mathematics, Science, Technology (MST)	Lynchburg College	160
Medicine and Health Sciences (MHS)	Virginia Commonwealth University	26
NASA/Langley Research Center and the National Institute of Aerospace Mentorship (NASA/NIA)	Christopher Newport University, with transportation to the mentorship site daily.	12
Virginia Institute of Marine Science Mentorship (VIMS)	Christopher Newport University, with transportation to the mentorship site daily.	6
Visual and Performing Arts (VPA)	Radford University	200

STUDENTS' INTEREST GUIDE

	AG	HUM	MHS	MST	NASA/NIA	VIMS	VPA
Student Area(s) of Interest	Agricultural Economics	Anthropology	Biology	Anatomy and Physiology	Aeronautical Engineering	Coastal Law	Dance
	Agricultural Engineering	Economics	Chemistry	Astronomy	Computer Science – Advanced	Fisheries Science	Instrumental Music
	Animal Science	History	Computer Science Applications	Computer Programming	Electrical Engineering	Marine Resources Management	Theatre
	Environmental Engineering	Literature	Environmental Science	Geology	Materials Science	Oceanography	Visual Arts
	Environmental Science	Media	Forensics	Hydrology	Mechanical Engineering	Wetlands Ecology	Vocal Music
	Food Science	Philosophy	Medicine	Hypermedia			
	Plant Science	Political Science	Physics	Physics			
		Psychology		Upper Level Mathematics			
		Sociology					

4. ADJUDICATION PROCESS for VISUAL AND PERFORMING ARTS APPLICANTS

Submitting Applicants for Adjudication

All VPA applicants **must** participate in the state-sponsored adjudication process. Adjudication sites and dates are provided in Attachment D for public schools and Attachment E for private schools. Adjudication quotas and VPA nominee quotas for public schools are provided in Attachment F. Students may adjudicate in only one art area and must be nominated for adjudication by their school division or private school representative.

For Public School Divisions: The information in Attachment F is designed to allow each public high school **one set of five adjudicants** (one student each for visual art, dance, instrumental music, vocal music, and theatre) for the first 1,000 students enrolled in the tenth and eleventh grades and an additional set of five for each 1,000 students or part thereof. If a public school or public school division does not fill one or more of the available slots in an arts discipline, it may **not** substitute students from other arts disciplines into those slots.

For Private Schools: Each private school may select one adjudicant in each art discipline (visual art, dance, instrumental music, vocal music, and theatre) for a total of five adjudicants. If a private school does not fill one or more of the arts disciplines, it may **not** substitute students from other arts disciplines into those slots. For VPA nominees, a private school must submit its selected nominees to the regional coordinator; regional quotas are provided on Attachment B.

Public gifted education coordinators and private school counselors or designees provide the adjudication director with the names of applicants in each art discipline on the Applicant Report for Site Adjudication form, available online at the following Web site:
http://www.doe.virginia.gov/instruction/governors_school_programs/summer_residential/index.shtml.
Online submissions must be received by November 22, 2016.

The following information must be provided by the November 22, 2016, deadline:

- Advance notification of transportation plans that require students to be scheduled at adjacent times (e.g., several students carpooling from the same private school, or schools/regions that provide transportation for students).
- Advance notification of scheduling conflicts such as district band competitions that require students to be scheduled at specific times or on a date other than the one assigned to the private school.
- Requests for large percussion instruments to be provided at the specific adjudication site.

It is the responsibility of the division's gifted education coordinator or the private school counselor or designee to insure that all information required by the adjudication director is delivered on time. Neither the adjudication director nor the VDOE may be held responsible for student information that does not arrive or arrives late.

Scheduling Adjudication Appointments

The adjudication director will schedule all adjudication appointments. If an adjudicant has a known school-related conflict that cannot be rescheduled, the division's gifted education coordinator or the private school counselor or designee must indicate this on the Applicant Report for Site Adjudication form online. The adjudication director will email a listing of the applicants' scheduled appointments to the division's gifted education coordinator or the private school counselor or designee. In that email, the division's gifted education coordinator or the private school counselor or designee will also receive individual student letters regarding adjudication appointments, a campus map, and other materials to be copied and distributed to each applicant.
Information is not mailed directly to students.

Applicants must notify their division's gifted education coordinator or the private school counselor, or designee, in advance, if they know they will be unable to attend the adjudication. The school counselor or designee will then notify the adjudication director if an applicant is unable to attend the scheduled adjudication. Applicants will be rescheduled at the adjudication director's discretion.

The hosting university is responsible for the adjudications at all three sites. It reserves the right to charge a cancellation fee of \$25 for each student who fails to attend his/her scheduled state adjudication appointment, without rescheduling prior to or immediately after that date. The cancellation fee will allow the university to recoup expenses for the professional and support staff, and facilities needed for the students scheduled to adjudicate at each site.

For information and specific questions with respect to adjudication procedures, requirements, and sites email:

rugovschool@radford.edu

Make-up Appointments

Applicants who qualify for a make-up adjudication appointment must notify the division's gifted coordinator or the private school contact by the Monday immediately after the scheduled adjudication. The division's gifted coordinator or private school contact must notify the adjudication director no later than the following Wednesday.

To qualify for a make-up adjudication appointment, an applicant must be excused for the missed appointment for one of the following reasons: (a) medical illness documented by written excuse from a physician; (b) family emergency as documented by written excuse from parent or guardian; (c) inclement weather documented by a letter or email from the school counselor or designee; or (d) unforeseen school-related conflict documented by a letter or email from the sponsor. The adjudication director will reschedule appointments at a subsequent location or by video conferencing. The adjudication director will send video conferencing instructions to the school counselor or designee, if applicable.

Adjudication Scores

The adjudication director will email electronic copies of the adjudication scores to the division contact no later than February 3, 2017. Two adjudication scores for each applicant are required in order to complete student applications for consideration by the regional selection committee. **Student applications must include these two sheets for consideration at the state level.** Adjudicators are encouraged to double check computations for accuracy; school counselors or designees are encouraged to check the scores as well.

5. SCHOOL SELECTION PROCESS

Committee Process

Each secondary school may select applicants for the academic programs, mentorships, and visual and performing arts. The school division's gifted education coordinator, according to the needs of the division, determines the number of applicants a school may submit to the division's selection committee. These applicants become part of the division's applicant pool from which nominees will be selected.

Each school may convene a committee to consider applicants from the school. Schools should consider including secondary school counselors, educators and/or professionals knowledgeable in each of the academic program disciplines, and persons with expertise/experience in gifted education on its selection committee. Each school sends the completed, original application (with attached documentation of test scores, grades, and level of course difficulty) for each applicant to the school division's selection committee according to the schedule established by the division's gifted education coordinator. Transcripts and other supporting documentation not specifically required in the application should not be sent to VDOE with the nominee's original application.

6. DIVISION OR REGIONAL SELECTION PROCESS

Number of Nominees

The number of nominees a public school division may submit is determined by the VDOE based on the enrollment of eligible students in the school division. Attachment G provides the number of nominees a division may submit to the VDOE for the following groups:

- Total academic and mentorship nominees (humanities; medicine and health sciences; mathematics, science and technology; or mentorships), and
- A separate total of nominees for agriculture.

The maximum number of nominees allowed per division is based on enrolled **ninth- and tenth-grade students from the September 30th enrollment date of the prior year**. The number of nominees a private school can submit is determined by region and quotas are provided on Attachment B.

Committee Process

Each public school sends the completed, **original** application for each applicant to the division's selection committee. Private schools send their applications to their appropriate regional coordinator. The selection committee must receive applications by the deadline established by the division or regional coordinator. After receiving applications from each participating school with the test score, course, and grade information attached to each application, the selection committee determines its nominees.

The VDOE suggests that the selection committee consist of secondary school counselors, educators and/or professionals knowledgeable in the academic program disciplines, and persons with expertise or experience in gifted education. The members of the selection committee should represent as many of the schools submitting applicants as possible and should include administrators or teachers who have knowledge about the Governor's Schools.

Attachment H, Scoring Guidelines, provides guidance on evaluating student career highlights, essay, and teachers' narratives. Selection of nominees should be based on the applicants' ability to handle the academic components of the program, understanding of the program expectations, social and emotional maturity, and genuine interest and willingness to participate fully in the program. Nominees should be broadly representative of the racial and gender composition of the division.

Completing the Application

The selection committee must determine the total score for each applicant by using the appropriate scoring form for the program. Forms are available online at the following Web site:

http://www.doe.virginia.gov/instruction/governors_school_programs/summer_residential/index.shtml

Applications received by the VDOE with incomplete scores will be returned to the division's gifted education coordinator for completion. The student will not be considered for any program until all scoring is complete and the application is resubmitted.

Each student's application should also indicate the names, titles, and schools of the selection committee members and other signatures to be indicated on the Division/Region Signatures form. This form is also available at the previously provided Web site. The gifted education coordinator's statement acknowledges that the student's attendance and discipline records have been reviewed and that the nominee is worthy to represent his or her school division.

Each private school and school division must maintain a copy of a completed application for each nominee. These applications may be requested by the VDOE or by the director of the Governor's School if the student is selected to attend. **Copies should be retained until August 11, 2017.**

All decisions of the selection committee are final. The VDOE does not have jurisdiction over the decisions made at the local level.

7. NOMINEE SUBMISSION PROCESS

Ranking the Nominees

Once the selection committee has identified its nominees, those nominees must be ranked in one collective ranking system, except for VPA nominees. In other words, all nominees for AG, HUM, MHS, MST, NASA/NIA, and VIMS form one ranking pool, separate from visual and performing arts (VPA) nominees. In the case of multiple students with the same score, the committee must assign a different rank to each student. **Students may share the same score, but not the same rank.** Similarly, all VPA students are ranked collectively, regardless of art discipline. **Students may share the same score, but not the same rank.** Ranking is required to enter students into the Nomination Report in SSWS.

Submitting the Nomination Report

Nomination information will be submitted to the VDOE via a specific Web site. Gifted education coordinators should contact their school division's Single Sign-On for Web Systems (SSWS) account manager for access. Only authorized users will be able to open the 2017 Summer Residential Governor's School Nominations Report. The VDOE cannot give public school personnel this access; it may only come from the school division's SSWS account manager. Private school regional coordinators will receive their SSWS authorization from VDOE. The Nomination Report form will be available on Friday, January 27, 2017, at the following Web address: <https://p1pe.doe.virginia.gov/ssws>

The first page of the application, which should be electronically entered by the student to ensure accuracy and legibility, includes all student information needed to complete the SSWS nominations report. Users should click on the "Add Nominee" button to start entering student data. The first SSWS screen will show the quotas for all programs. These totals will adjust automatically as students' program choices are entered. The user will be notified when he or she attempts to nominate a student where the quota has been filled or where the rank has been duplicated. Users will have the ability to edit or delete data for nominees after they have been entered.

The SSWS program also includes a block on non-Virginia ZIP codes. If the student's address does not include a valid Virginia ZIP code, the student's information will not be accepted by the nomination program. Such student's eligibility will need to be confirmed at the local level and a valid Virginia address will be required before the program will accept the nominee.

Once **all nominee information, including VPA, academic programs, and mentorship nominees, has been entered**, the user should submit the information to the DOE. Then, the user should click on "Verification Report," shown on the screen's left blue bar. This report requires Adobe Acrobat® to be read.

Users should save the verification report to their computers, print a copy, and have it signed by the division superintendent or private school regional coordinator. The verification report must be printed after all nominees are entered in order to indicate the correct number of students for whom the division or private school is guaranteeing tuition. Divisions indicate, through the signed verification report, that **they are guaranteeing tuition for all public students nominated**. Tuition is guaranteed by private schools through the Head of School Tuition certification form (see Attachment I). The nomination report is instantaneously transmitted to the VDOE. The second and subsequent pages of the verification report list pertinent information about its nominees that has been transmitted to the VDOE. If the user has an interruption in the online submission process, submission of the data will not be lost. Further information and specific step-by-step instructions will be sent via email to all coordinators by January 24, 2017.

Submitting Applications to VDOE

The coordinator mails originals of the applications for the selected nominees along with the signed verification report to the VDOE. Each application should be **stapled** and have both the ranking and score indicated on the cover sheet. Only materials required by the VDOE will be accepted. Transcripts, student résumés, and pictures should not be included in the submitted application.

IN ORDER TO BE CONSIDERED, all materials must be submitted in the student order indicated on the verification report and be postmarked on or before February 28, 2017. NO EXCEPTIONS WILL BE MADE. SUBMIT ORIGINAL COMPLETED APPLICATIONS TO THE FOLLOWING ADDRESS:

Summer Residential Governor's Schools
Office of Mathematics and Governor's Schools
Virginia Department of Education
P.O. Box 2120, Richmond, VA 23218-2120
OR

Only schools shipping applications by a carrier other than the US Postal Service should use this address:
101 North 14th St., Richmond, VA 23219

IMPORTANT: Students whose applications were not sent forward for state-level consideration must be provided with written information from the division coordinator indicating that the student was not selected by the division to move forward to the state-level competition. Divisions may be asked to provide this list to the VDOE.

8. VIRGINIA DEPARTMENT OF EDUCATION SELECTION PROCESS

The VDOE receives and processes all required materials **postmarked by February 28, 2017**. Final selection for the academic program participants is made by the VDOE and the program directors and will be based on the strength of the student's application, ranking, needs of the program, and any guaranteed place requirements for school divisions.

Final selection for mentorship participants is made by the program and/or site directors and mentors, based on the strength of the student's application, program needs, and the availability of mentors. No school division or private school region is guaranteed that a student will be accepted into a mentorship.

NOTE: Each public school division is guaranteed one representative in an academic program, visual and performing arts, or mentorship. However, due to the limited number of mentorships and visual and performing arts slots, a division that submits nominees only for mentorship or visual and performing arts programs may not be represented in the 2017 program.

9. VIRGINIA DEPARTMENT OF EDUCATION NOTIFICATION PROCESS

Each nominee will be sent a letter regarding his or her application status by mid-April 2017. Prior to the mailing of letters to all nominees, the gifted education coordinator for each division will receive a status list indicating “invited,” “alternate,” or “declined” status for individual nominees. Gifted education coordinators are welcome to share this information with the nominees. Each student's letter will be sent directly to the home address indicated on the nomination report and nominee's application.

Because the gifted education coordinator is the primary contact for the VDOE, personnel from individual public schools are welcome to contact their gifted coordinator for information on specific nominees.

10. PAYMENT PROCESS

Public school divisions and private schools will be invoiced in May for students who have accepted the invitation to attend as of May 12, 2017. Divisions or private schools may receive a revised invoice after the first day of the program, indicating students who declined or accepted after the May invoice. Only divisions with changes will receive revised invoices. The VDOE invoices the private school for tuition payments for all accepted students from that institution; payment directly from parents to the VDOE is prohibited.

The following tuitions will be used to determine the school division's share of academic program costs, based on the locality's ability to pay composite index:

Program	2017 Tuition
Agriculture (AG)	\$2,300
Humanities (HUM)	\$1,742
Mathematics, Science, and Technology (MST)	\$1,472
Medicine and Health Sciences (MHS)	\$2,667
Mentorships in Engineering and Marine Science (NASA/NIA or VIMS)	\$2,947
Visual and Performing Arts (VPA)	\$1,832

Programs charge an activities fee to students to cover extracurricular activities and events that occur outside of the academic day. School divisions may or may not elect to cover any activities fees. Fees may range from \$75 to \$185 depending on the specific extracurricular activities selected for that summer. 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. Criteria that may be considered in waiving or reducing extra-curricular activities fees include, but are not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid, foster families caring for children in foster care; or families that are homeless. Student eligibility for free or reduced priced meals may be considered as well. Fee wavier application forms are included in the packet of information sent to the accepted student by the hosting institution.

11. PROCESS COMPLETION

Copies of applications must remain on file until August 11, 2017. At that time, applications should be shredded.

Attachment A
IMPORTANT DATES 2016-2017

October 2016	Dissemination of information to students begins the process.
October 2016	Suggested time frame for Visual and Performing Arts students to let the appropriate school or division contact know that he/she would like to adjudicate on the specified date and location assigned to the school division or private school region. (Note: Some school divisions may administer their own adjudication process prior to submitting nominees for the state adjudication.)
November 22, 2016	Deadline for nomination of Visual and Performing Arts adjudicants by school division or private school coordinator to Radford University using the Excel form.
December 9, 2016	Adjudication schedules will be emailed to division contacts. Schedules will <u>not</u> be mailed directly to students.
November 2016 - February 2017	Criteria for eligibility are considered for each student who plans to apply. Criteria are reviewed before applications are submitted.
January 7, 2017	Statewide adjudication at Christopher Newport University.
January 14, 2017	Statewide adjudication at Northern Virginia Community College-Annandale
January 21, 2017	Statewide adjudication at Radford University.
February 3, 2017	Statewide adjudication scores distributed to schools.
January-February 2017	Date determined by each division's gifted education coordinator for school deadline to submit completed applications to the division's selection committee.
January-February 2017	Divisions' and private school regions' selection processes take place. Students <u>not</u> selected must be notified of their status by the selection committee.
January 24, 2017	Summer Residential Governor's School Nominations online application will open through the SSWS.
February 28, 2017	School divisions' nominee submission process deadline for the gifted education coordinator to: 1) enter the nominee information on the VDOE SSWS Web site; 2) mail original applications and the original cover page of the nominee report signed by the division superintendent to the VDOE.
February-April 2017	VDOE's selection process takes place.
Mid-April 2017	Coordinators receive a list of students and their status. The next week, the VDOE's notification through letters is sent directly to the student's home address indicating status of application.
May 20, 2017	Payment process begins with invoices that are sent to divisions or private schools for students who plan to attend as of May 12, 2017.
June 16, 2017	Payment deadline for private schools; payment process continues with adjustments to invoice(s), if necessary.
July 14, 2017	Payment deadline for public schools; payment process continues with adjustments to invoice(s), if necessary.

Contact Information

If you have questions regarding the application, student selection process, submission of the nomination data, or the invoice process, please contact Donna Poland, Specialist for Governor's Schools and Gifted Education, in the Office of Mathematics and Governor's Schools at Donna.Poland@doe.virginia.gov, or at 804-225-2884.

Attachment B
Regional Contacts for Virginia Private Schools

Schools invited to participate are those currently listed as accredited by the appropriate agency as recorded by the Virginia Council for Private Education as of September 6, 2016.

ACAD Quota = Total number of nominees a region may submit for the areas of HUM, MST, MHS, NASA/NIA, and VIMS.

AG Quota = Total number of nominees a region may submit for the AG program. Nominees for other academic programs may not use extra slots in this quota.

VPA Quota = Total number of nominees a region may submit for the VPA program.

Region 1 - Southwest Virginia and Southside Virginia - Craig County east, south, and west to Cumberland, Amelia, Nottoway, and Brunswick

Regional Coordinator: TBA – Contact Dr. Donna Poland, VDOE

ACAD Quota: 6 Nominees AG Quota: 3 Nominees
VPA Quota: Two sets of five nominees

Amelia Academy	Hargrave Military Academy	Oak Hill Academy
Brunswick Academy	Holy Cross Catholic School	Rivermont Schools
Carlbrook School	Kenston Forest School	Roanoke Catholic
Carlisle School	Liberty Christian Academy	Roanoke Valley Christian
Chatham Hall	New Covenant Schools	Timberlake Christian School
Faith Christian Academy	New Dominion School	The Community High School
Faith Christian School	New Vistas School	Virginia Episcopal School
Fuqua School	North Cross School	Westover Christian Academy

Region 2 - Western Virginia and Shenandoah Valley (Winchester/Warren south to Covington/Botetourt across to Amherst to Fluvanna north to Louisa and Rappahannock

Regional Coordinator: David Sawyer (dsawyer@covenantschool.org), The Covenant School, 434-951-9389

ACAD Quota: 10 Nominees AG Quota: 4 Nominees
VPA Quota: Two sets of five nominees

Boys' Home, Inc.	Massanutten Military Academy	St. Anne's - Belfield
The Blue Ridge School	Miller School of Albemarle	Stuart Hall
C. F. Richards Jr. Academy	Mountain View Christian Academy	Tandem Friends
The Covenant School	Randolph-Macon Academy	Timber Ridge
Eastern Mennonite High	Shenandoah Valley Academy	Wakefield Country Day School
Fishburne Military School	Shenandoah Valley Christian Academy	Woodberry Forest
Fork Union Military Academy	Shenandoah Academy - Harrisonburg	

Region 3 Central Virginia - Fredericksburg, Richmond, Petersburg,

Regional Coordinator: Scott Mayer (mayers@stcva.org), St. Christopher’s School, 804-282-3185 ext. 4303

**ACAD Quota: 10 Nominees AG Quota: 4 Nominees
VPA Quota: Two sets of five nominees**

Banner Christian School	Hallmark Youthcare Richmond	Saint Gertrude School
Benedictine High School	Heritage Christian School	St. Catherine's School
Blessed Sacrament/Huguenot	Millwood School	St. Christopher’s School
The Collegiate School	New Community School	Steward School
Faith Baptist Schools	Northstar Academy	Trinity Episcopal School
Fredericksburg Academy	Richmond Academy	Veritas School
Fredericksburg Christian High School	Richmond Christian School	Victory Christian Academy

Region 4 Tidewater - Norfolk, Virginia Beach

Regional Coordinator: Wendy Livingston (wlivingston@norfolkacademy.org), Norfolk Academy, 757-452-6860

**ACAD Quota: 10 Nominees AG Quota: 4 Nominees
VPA Quota: Two sets of five nominees**

Alliance Christian	Chesapeake Bay Academy	Norfolk Collegiate
Atlantic Shores Christian	Faith Academy School of Excellence	Portsmouth Christian Schools
Barry Robinson Center	Greenbrier Christian Academy	Stonebridge School
Bishop Sullivan Catholic High School	Nansemond-Suffolk Academy	Tidewater Academy
Broadwater Academy	Norfolk Academy	Tidewater Adventist Academy
Calvary Christian School System	Norfolk Christian School	Virginia Beach Friends School
Cape Henry Collegiate School		

Region 5 Peninsula - Hampton, Newport News, Northern Neck, Williamsburg

Regional Coordinator: Karen Gillespie (kgille@hra.org) Hampton Roads Academy, 757-884-9380

**ACAD Quota: 8 Nominees AG Quota: 6 Nominees
VPA Quota: Two sets of five nominees**

Christchurch School	Isle of Wight Academy	St. Margaret's School
Denbigh Baptist Christian School	Our Lady of Walsingham Academy, Upper School	Williamsburg Christian Academy
Hampton Christian School	Peninsula Catholic High School	
Hampton Roads Academy	Southampton Academy	

Region 6 Northern Virginia – Fauquier, Stafford, Prince William, Alexandria, Springfield, Manassas

Regional Coordinator: Erin O’Leary (o'learye@bishopireton.org), Bishop Ireton High School, 703-212-5188

ACAD Quota: 8 Nominees AG Quota: 6 Nominees

VPA Quota: Two sets of five nominees

Best Academy	The Dominion School	Pope John Paul the Great Catholic School
Bishop Ireton High School	Emmanuel Christian School	Seton School
Christ Chapel Academy	Episcopal High School	St. Stephen's/St. Agnes School
Commonwealth Academy	Islamic Saudi Academy	

Region 7 Northern Virginia – Arlington, Loudoun, Fairfax, Alexandria, and Falls Church

Regional Coordinator: Tom Opfer (topfer@paulvi.net), Paul VI, 703-352-0925 ext. 303

ACAD Quota: 16 Nominees AG Quota: 6 Nominees

VPA Quota: Three sets of five nominees

Bishop Denis J. O’Connell High School	Gonzaga High School (VA resident students only)	Paul VI High School
Edmund Burke School	Highland School	Potomac School
Flint Hill School	Madeira School	Trinity Christian
Foxcroft School	Middleburg Academy	Wakefield School
Georgetown Visitation (VA resident students only)	National Cathedral (VA resident students only)	

Other Schools

ACAD Quota: 2 Nominees AG Quota: 1 Nominee

VPA Quota: One set of five nominees

- Appomattox Regional Governor’s School for Arts and Technology
- Maggie L. Walker Governor’s School for Government and International Studies
- Quantico High School

**Attachment C
Testing Information**

APTITUDE/ABILITY TESTS		ACHIEVEMENT TESTS	
Cognitive Abilities Test (CogAT)	Scholastic Aptitude Test (SAT)	American College Test (ACT)	Terra Nova
Kaufmann Brief Intelligence Test (KBIT-2)	Stanford-Binet Intelligence Scales Fifth Edition (SB5)	AP Subject Scores	Wechsler Individual Achievement Tests Second Edition (WAIT-II)
Naglieri Non-Verbal Ability Test (NNAT)	Universal Nonverbal Intelligence Test (UNIT™)	Comprehensive Test of Basic Skills (CTBS)	Woodcock-Johnson Tests of Achievement (WJ-III)
Otis Lennon School Abilities Test (OLSAT)	Wechsler Abbreviated Scale of Intelligence (WASI)	Iowa Test of Basic Skills (ITBS)	
Preliminary Scholastic Aptitude Test (PSAT) 11 th graders	Wechsler Intelligence Scale for Children 4 th ed. (WISC-IV)	Stanford 9 or 10 (SAT 9 or 10)	
Preliminary SAT Scoring Service (PSSS) 9 th or 10 th graders	Woodcock-Johnson Cognitive Abilities Test (W-J)	SAT/PSAT Subset Scores in Critical Reading or Mathematics	
Raven's Standard or Progressive Matrices			
Other norm-referenced achievement or aptitude/ability tests with validity and reliability in the assessment of gifted students may be used in the application process.			

ADDITIONAL APTITUDE TESTING INFORMATION

The [Cognitive Abilities Test \(CogAT\)](#) Level G or H may be given to applicants and is marketed by Riverside Publishing.

The [Kaufmann Brief Intelligence Test \(KBIT-2\)](#) is administered in 30 minutes and is marketed by Pearson Education, Inc.

The [Naglieri Non-Verbal Ability Test \(NNAT\)](#) is administered in 30 minutes and is marketed by Pearson Education, Inc.

The [Otis Lennon School Abilities Test \(OLSAT\)](#) is marketed by Pearson Education, Inc.

The [PSAT-10, PSAT/NMSQT, and SAT](#) are marketed by The College Board.

The **PSAT-10** is similar to the PSAT/NMSQT test but is given in the spring of tenth grade. The scores from this test are not used as qualifiers for the National Merit competition. It is administered on any date the school chooses.

The **PSAT/NMSQT** is the Preliminary Scholastic Aptitude Test, given twice a year, generally on the second Tuesday in October, when it serves as the National Merit Scholarship Qualifying Test

(NMSQT) and then on Saturday of that week as just the PSAT. Students may register by mail or online and must be in the eleventh grade to qualify for the NMSQT.

The Scholastic Aptitude Test, **SAT**, is given on selected Saturdays throughout the year. Students may register by mail or online.

Each test offers a total score and individual section scores. **These scores are given percentile ranks in the student score report.** Divisions may use one of these percentile ranks on the student applications to address the nationally norm-referenced test requirements.

The [Raven Standard and Progressive Matrices](#) is marketed by Pearson Education, Inc.

The [Universal Nonverbal Intelligence Test \(UNIT™\)](#) is marketed by Riverside Publishing.

The Wechsler ([WISC-IV](#) and [WASI](#) and [WAIT-III](#)) is marketed by Pearson Education, Inc.

The [Woodcock-Johnson \(W-J and W-J III\)](#) is marketed by Riverside Publishing.

ADDITIONAL ACHIEVEMENT TESTING INFORMATION

The [American College Test \(ACT\)](#) is administered on selected Saturdays throughout the year. Students may register online or through the mail. This test is used as an entrance criterion for many colleges and universities.

The [Iowa Test of Basic Skills \(ITBS\)](#) is marketed by Riverside Publishing.

The [Stanford 10 \(SAT\)](#) is marketed by Pearson Education, Inc.

The [Terra Nova](#) is available at CTB/McGraw-Hill.

NOTE: Information on these pages is not intended to be a comprehensive listing of all possible measures. School counselors are welcome to consider other valid and reliable norm-referenced achievement or aptitude/ability measures.

Attachment D

Adjudication Sites for Public School Applicants

Public school divisions' allocations are determined by a formula. Adjudicants must be registered by the division or private school designee by November 22, 2016, through the Excel form submission to Radford.

Students may not register themselves for the statewide adjudication.

SITE I – Christopher Newport University, January 7, 2017

Accomack Co	Fredericksburg City	Mathews Co	Prince George Co
Amelia Co	Gloucester Co	Middlesex Co	Richmond City
Brunswick Co	Goochland Co	New Kent Co	Richmond Co
Caroline Co	Greensville Co	Newport News City	Southampton Co
Charles City Co	Hampton City	Norfolk City	Suffolk City
Chesapeake City	Hanover Co	Northampton Co	Surry Co
Chesterfield Co	Henrico Co	Northumberland Co	Sussex Co
Colonial Heights City	Hopewell City	Nottoway Co	Virginia Beach City
Cumberland Co	Isle of Wight Co	Petersburg City	Town of West Point
Dinwiddie Co	King and Queen Co	Poquoson City	Westmoreland Co
Essex Co	King William Co	Portsmouth City	Williamsburg-James City Co
Fluvanna Co	Lancaster Co	Powhatan Co	York Co
Franklin City	Louisa Co		

SITE II – Northern Virginia Community College-Annandale, January 14, 2017

Alexandria City	Falls Church City	Madison Co	Rappahannock Co
Arlington Co	Fauquier Co	Manassas City	Rockingham Co
Clarke Co	Frederick Co	Manassas Park City	Shenandoah Co
Town of Colonial Beach	Greene Co	Orange Co	Spotsylvania Co
Culpeper Co	Harrisonburg City	Page Co	Stafford Co
Fairfax Co	King George Co	Prince William Co	Warren Co
	Loudoun Co		Winchester City

SITE III – Radford University, January 21, 2017

Alleghany Co	Carroll Co	Highland Co	Roanoke City
Albemarle Co	Charlotte Co	Lee Co	Roanoke Co
Amherst Co	Charlottesville City	Lunenburg Co	Rockbridge Co
Appomattox Co	Covington City	Lynchburg Co	Russell Co
Augusta Co	Craig Co	Martinsville City	Salem City
Bath Co	Danville City	Mecklenburg Co	Scott Co
Bedford Co	Dickenson Co	Montgomery Co	Smyth Co
Bland Co	Floyd Co	Nelson Co	Staunton City
Botetourt Co	Franklin Co	Norton City	Tazewell Co
Bristol City	Galax City	Patrick Co	Washington Co
Buchanan Co	Giles Co	Pittsylvania Co	Waynesboro City
Buckingham Co	Grayson Co	Prince Edward Co	Wise Co
Buena Vista City	Halifax Co	Pulaski Co	Wythe Co
Campbell Co	Henry Co	Radford City	

Attachment E

Adjudication Sites for Accredited Private School Applicants

Each accredited private school is entitled one set of five adjudicants (one visual art, dance, instrumental music, vocal music, and theatre adjudicant). Adjudicants must be registered by the private school designee by November 22, 2016, through the Excel form submission to Radford.

Students may not register themselves for the statewide adjudication process.

SITE I – Christopher Newport University, January 7, 2017

Alliance Christian	Fishburne Military School	Peninsula Catholic High School
Amelia Academy	Fork Union Military Academy	Portsmouth Christian Schools
Appomattox Regional GS for Arts and Technology	Fredericksburg Academy	Richmond Christian School
Atlantic Shores Christian	Fredericksburg Christian School	Richmond Academy
Banner Christian School	Fuqua School	Saint Gertrude High School
Benedictine High School	Greenbrier Christian Academy	Southampton Academy
Bishop Sullivan Catholic High School	Hampton Christian School	St. Anne's - Belfield
Blessed Sacrament/ Huguenot	Hampton Roads Academy	St. Catherine's School
The Blue Ridge School	Hargrave Military Academy	St. Christopher's School
Boys' Home, Inc.	Holy Cross Regional School	St. Margaret's School
Broadwater Academy	Islamic Saudi Academy	Steward School
Brunswick Academy	Isle of Wight Academy	Stonebridge School
C. F. Richards Jr. Academy	Kenston Forest School	Stuart Hall
Calvary Christian School System	Maggie L. Walker Governor's School for Government and International Studies	Tandem Friends
Cape Henry Collegiate School	Middleburg Academy	Tidewater Academy
Carlbrook School	Nansemond-Suffolk Academy	Tidewater Adventist Academy
Chatham Hall	New Community School	Trinity Episcopal School
Chesapeake Bay Academy	Norfolk Academy	Victory Christian Academy
Christchurch School	Norfolk Christian School	Vienna Adventist Academy
The Collegiate School	Norfolk Collegiate	Virginia Beach Friends School
Crawford Day School	Northstar Academy	Virginia Episcopal School
Denbigh Baptist Christian School	Our Lady of Walsingham Academy, Upper School	Williamsburg Christian Academy
Eastern Mennonite High		Woodberry Forest

SITE II – Northern Virginia Community College-Annandale, January 14, 2017

Bishop Denis J. O'Connell High School	Georgetown Visitation	Randolph-Macon Academy
Bishop Ireton High School	Gonzaga High School	St. Stephen's/St. Agnes School
Christian Fellowship School	Highland School	Seton School
Commonwealth Academy	Madeira School	Shenandoah Valley Academy
The Dominion School	Mountain View Christian Academy	Shenandoah Valley Christian Academy
Emmanuel Christian School	National Cathedral	Timber Ridge
Episcopal High School	Paul VI High School	Wakefield Country Day School
Flint Hill School	Potomac School	Wakefield School
Foxcroft School	Pope John Paul the Great Catholic	
	Quantico High School	

SITE III – Radford University, January 21, 2017

Carlisle School	Massanutten Military Academy	Oak Hill Academy
Faith Christian School	Miller School of Albemarle	Roanoke Catholic
Guardian Angel Regional Catholic School	New Vistas School	Roanoke Valley Christian
Liberty Christian Academy	North Cross School	The Covenant School

Attachment F
Public School Adjudication and Nomination Quotas
For Visual and Performing Arts

Div. No.	Division Name	Adjudication Quota (sets)	Nomination Quota (sets)
1	ACCOMACK CO PBLC SCHS	4	1
2	ALBEMARLE CO PBLC SCHS	4	3
3	ALLEGHANY CO PBLC SCHS	2	1
4	AMELIA CO PBLC SCHS	2	1
5	AMHERST CO PBLC SCHS	2	1
6	APPOMATTOX CO PBLC SCHS	2	1
7	ARLINGTON CO PBLC SCHS	5	4
8	AUGUSTA CO PBLC SCHS	5	2
9	BATH CO PBLC SCHS	2	1
10	BEDFORD CO PBLC SCHS	3	2
11	BLAND CO PBLC SCHS	2	1
12	BOTETOURT CO PBLC SCHS	2	1
13	BRUNSWICK CO PBLC SCHS	2	1
14	BUCHANAN CO PBLC SCHS	4	1
15	BUCKINGHAM CO PBLC SCHS	2	1
16	CAMPBELL CO PBLC SCHS	4	2
17	CAROLINE CO PBLC SCHS	2	1
18	CARROLL CO PBLC SCHS	2	1
19	CHARLES CITY CO PBLC SCHS	2	1
20	CHARLOTTE CO PBLC SCHS	2	1
21	CHESTERFIELD CO PBLC SCHS	16	11
22	CLARKE CO PBLC SCHS	2	1
23	CRAIG CO PBLC SCHS	2	1
24	CULPEPER CO PBLC SCHS	2	2
25	CUMBERLAND CO PBLC SCHS	2	1
26	DICKENSON CO PBLC SCHS	3	1
27	DINWIDDIE CO PBLC SCHS	2	1
28	ESSEX CO PBLC SCHS	2	1
29	FAIRFAX CO PBLC SCHS	45	27
30	FAUQUIER CO PBLC SCHS	4	3
31	FLOYD CO PBLC SCHS	2	1
32	FLUVANNA CO PBLC SCHS	2	1
33	FRANKLIN CO PBLC SCHS	3	2
34	FREDERICK CO PBLC SCHS	4	3
35	GILES CO PBLC SCHS	2	1
36	GLOUCESTER CO PBLC SCHS	2	2
37	GOOCHLAND CO PBLC SCHS	2	1
38	GRAYSON CO PBLC SCHS	2	1
39	GREENE CO PBLC SCHS	2	1
40	GREENSVILLE CO PBLC SCHS	2	1
41	HALIFAX CO PBLC SCHS	2	1
42	HANOVER CO PBLC SCHS	5	5

Div. No.	Division Name	Adjudication Quota (sets)	Nomination Quota (sets)
43	HENRICO CO PBLC SCHS	15	9
44	HENRY CO PBLC SCHS	3	2
45	HIGHLAND CO PBLC SCHS	2	1
46	ISLE OF WIGHT CO PBLC SCHS	2	1
48	KING GEORGE CO PBLC SCHS	2	1
49	KING AND QUEEN CO PBLC SCHS	2	1
50	KING WILLIAM CO PBLC SCHS	2	1
51	LANCASTER CO PBLC SCHS	2	1
52	LEE CO PBLC SCHS	2	1
53	LOUDOUN CO PBLC SCHS	14	12
54	LOUISA CO PBLC SCHS	2	1
55	LUNENBURG CO PBLC SCHS	2	1
56	MADISON CO PBLC SCHS	2	1
57	MATHEWS CO PBLC SCHS	2	1
58	MECKLENBURG CO PBLC SCHS	2	1
59	MIDDLESEX CO PBLC SCHS	2	1
60	MONTGOMERY CO PBLC SCHS	4	2
62	NELSON CO PBLC SCHS	2	1
63	NEW KENT CO PBLC SCHS	2	1
65	NORTHAMPTON CO PBLC SCHS	2	1
66	NORTHUMBERLAND CO PBLC SCHS	2	1
67	NOTTOWAY CO PBLC SCHS	2	1
68	ORANGE CO PBLC SCHS	2	1
69	PAGE CO PBLC SCHS	2	1
70	PATRICK CO PBLC SCHS	2	1
71	PITTSYLVANIA CO PBLC SCHS	4	2
72	POWHATAN CO PBLC SCHS	2	1
73	PRINCE EDWARD CO PBLC SCHS	2	1
74	PRINCE GEORGE CO PBLC SCHS	3	2
75	PRINCE WILLIAM CO PBLC SCHS	18	14
77	PULASKI CO PBLC SCHS	2	1
78	RAPPAHANNOCK CO PBLC SCHS	2	1
79	RICHMOND CO PBLC SCHS	2	1
80	ROANOKE CO PBLC SCHS	5	3
81	ROCKBRIDGE CO PBLC SCHS	2	1
82	ROCKINGHAM CO PBLC SCHS	4	2
83	RUSSELL CO PBLC SCHS	3	1
84	SCOTT CO PBLC SCHS	4	1
85	SHENANDOAH CO PBLC SCHS	3	2
86	SMYTH CO PBLC SCHS	3	1
87	SOUTHAMPTON CO PBLC SCHS	2	1
88	SPOTSYLVANIA CO PBLC SCHS	6	5
89	STAFFORD CO PBLC SCHS	6	5
90	SURRY CO PBLC SCHS	2	1
91	SUSSEX CO PBLC SCHS	2	1

Div. No.	Division Name	Adjudication Quota (sets)	Nomination Quota (sets)
92	TAZEWELL CO PBLC SCHS	4	2
93	WARREN CO PBLC SCHS	3	1
94	WASHINGTON CO PBLC SCHS	4	2
95	WESTMORELAND CO PBLC SCHS	2	1
96	WISE CO PBLC SCHS	6	2
97	WYTHE CO PBLC SCHS	3	1
98	YORK CO PBLC SCHS	5	3
101	ALEXANDRIA CITY PBLC SCHS	2	2
102	BRISTOL CITY PBLC SCHS	2	1
103	BUENA VISTA CITY PBLC SCHS	2	1
104	CHARLOTTESVILLE CTY PBLC SCHS	2	1
106	COLONIAL HEIGHTS CITY PBLC SCHS	2	1
107	COVINGTON CITY PBLC SCHS	2	1
108	DANVILLE CITY PBLC SCHS	4	2
109	FALLS CHURCH CITY PBLC SCHS	2	1
110	FREDERICKSBURG CITY PBLC SCHS	2	1
111	GALAX CITY PBLC SCHS	2	1
112	HAMPTON CITY PBLC SCHS	7	4
113	HARRISONBURG CITY PBLC SCHLS	2	1
114	HOPEWELL CITY PBLC SCHS	2	1
115	LYNCHBURG CITY PBLC SCHS	2	2
116	MARTINSVILLE CITY PBLC SCHS	2	1
117	NEWPORT NEWS CITY PBLC SCHS	9	6
118	NORFOLK CITY PBLC SCHS	10	7
119	NORTON CITY PBLC SCHS	2	1
120	PETERSBURG CITY PBLC SCHS	2	1
121	PORTSMOUTH CITY PBLC SCHS	4	3
122	RADFORD CITY PBLC SCHS	2	1
123	RICHMOND CITY PBLC SCHS	11	6
124	ROANOKE CITY PBLC SCHS	4	3
126	STAUNTON CITY PBLC SCHS	2	1
127	SUFFOLK CITY PBLC SCHS	4	3
128	VIRGINIA BEACH CITY PBLC SCHS	21	13
130	WAYNESBORO CITY PBLC SCHS	2	1
131	WILLIAMSBURG-JAMES CITY CO PBLC SCHS	4	2
132	WINCHESTER CITY PBLC SCHS	2	1
135	FRANKLIN CITY PBLC SCHS	2	1
136	CHESAPEAKE CITY PBLC SCHS	13	8
139	SALEM CITY PBLC SCHS	2	1
142	POQUOSON CITY PBLC SCHS	2	1
143	MANASSAS CITY PBLC SCHS	3	2
144	MANASSAS PARK CITY PBLC SCHS	2	1
202	COLONIAL BEACH PBLC SCHS	2	1
207	WEST POINT PBLC SCHS	2	1

Attachment G
Public Schools Academic and Agriculture Quotas

- ACAD Quota = Total number of nominees for Humanities; Medicine and Health Sciences; and Mathematics, Science and Technology; and NASA/VIMS Mentorships
- AG Quota = Total number of nominees for Agriculture. Nominees from other academic areas may not use open slots in this area.

Div. No.	Division Name	ACAD Quota	AG Quota
1	ACCOMACK CO PBLC SCHS	4	2
2	ALBEMARLE CO PBLC SCHS	9	5
3	ALLEGHANY CO PBLC SCHS	2	2
4	AMELIA CO PBLC SCHS	2	2
5	AMHERST CO PBLC SCHS	4	2
6	APPOMATTOX CO PBLC SCHS	2	2
7	ARLINGTON CO PBLC SCHS	13	6
8	AUGUSTA CO PBLC SCHS	8	4
9	BATH CO PBLC SCHS	2	2
10	BEDFORD CO PBLC SCHS	7	4
11	BLAND CO PBLC SCHS	2	2
12	BOTETOURT CO PBLC SCHS	4	2
13	BRUNSWICK CO PBLC SCHS	2	2
14	BUCHANAN CO PBLC SCHS	3	2
15	BUCKINGHAM CO PBLC SCHS	2	2
16	CAMPBELL CO PBLC SCHS	6	3
17	CAROLINE CO PBLC SCHS	3	2
18	CARROLL CO PBLC SCHS	3	2
19	CHARLES CITY CO PBLC SCHS	2	2
20	CHARLOTTE CO PBLC SCHS	2	2
21	CHESTERFIELD CO PBLC SCHS	49	25
22	CLARKE CO PBLC SCHS	2	2
23	CRAIG CO PBLC SCHS	2	2
24	CULPEPER CO PBLC SCHS	6	3
25	CUMBERLAND CO PBLC SCHS	2	2
26	DICKENSON CO PBLC SCHS	2	2
27	DINWIDDIE CO PBLC SCHS	4	2
28	ESSEX CO PBLC SCHS	2	2
29	FAIRFAX CO PBLC SCHS	108	54
30	FAUQUIER CO PBLC SCHS	8	4
31	FLOYD CO PBLC SCHS	2	2
32	FLUVANNA CO PBLC SCHS	3	2
33	FRANKLIN CO PBLC SCHS	6	3
34	FREDERICK CO PBLC SCHS	9	5
35	GILES CO PBLC SCHS	2	2
36	GLOUCESTER CO PBLC SCHS	5	3
37	GOOCHLAND CO PBLC SCHS	2	2
38	GRAYSON CO PBLC SCHS	2	2
39	GREENE CO PBLC SCHS	2	2
40	GREENSVILLE CO PBLC SCHS	2	2

Div. No.	Division Name	ACAD Quota	AG Quota
41	HALIFAX CO PBLC SCHS	4	2
42	HANOVER CO PBLC SCHS	14	7
43	HENRICO CO PBLC SCHS	34	17
44	HENRY CO PBLC SCHS	5	3
45	HIGHLAND CO PBLC SCHS	2	2
46	ISLE OF WIGHT CO PBLC SCHS	4	2
48	KING GEORGE CO PBLC SCHS	3	2
49	KING AND QUEEN CO PBLC SCHS	2	2
50	KING WILLIAM CO PBLC SCHS	2	2
51	LANCASTER CO PBLC SCHS	2	2
52	LEE CO PBLC SCHS	3	2
53	LOUDOUN CO PBLC SCHS	43	20
54	LOUISA CO PBLC SCHS	3	2
55	LUNENBURG CO PBLC SCHS	2	2
56	MADISON CO PBLC SCHS	2	2
57	MATHEWS CO PBLC SCHS	2	2
58	MECKLENBURG CO PBLC SCHS	4	2
59	MIDDLESEX CO PBLC SCHS	2	2
60	MONTGOMERY CO PBLC SCHS	7	4
62	NELSON CO PBLC SCHS	2	2
63	NEW KENT CO PBLC SCHS	2	2
65	NORTHAMPTON CO PBLC SCHS	2	2
66	NORTHUMBERLAND CO PBLC SCHS	2	2
67	NOTTOWAY CO PBLC SCHS	2	2
68	ORANGE CO PBLC SCHS	4	2
69	PAGE CO PBLC SCHS	3	2
70	PATRICK CO PBLC SCHS	2	2
71	PITTSYLVANIA CO PBLC SCHS	7	4
72	POWHATAN CO PBLC SCHS	3	2
73	PRINCE EDWARD CO PBLC SCHS	3	2
74	PRINCE GEORGE CO PBLC SCHS	5	2
75	PRINCE WILLIAM CO PBLC SCHS	51	25
77	PULASKI CO PBLC SCHS	4	2
78	RAPPAHANNOCK CO PBLC SCHS	2	2
79	RICHMOND CO PBLC SCHS	2	2
80	ROANOKE CO PBLC SCHS	11	6
81	ROCKBRIDGE CO PBLC SCHS	3	2
82	ROCKINGHAM CO PBLC SCHS	8	4
83	RUSSELL CO PBLC SCHS	3	2
84	SCOTT CO PBLC SCHS	3	2
85	SHENANDOAH CO PBLC SCHS	5	3
86	SMYTH CO PBLC SCHS	4	2
87	SOUTHAMPTON CO PBLC SCHS	3	2
88	SPOTSYLVANIA CO PBLC SCHS	17	9
89	STAFFORD CO PBLC SCHS	21	11
90	SURRY CO PBLC SCHS	2	2
91	SUSSEX CO PBLC SCHS	2	2

Div. No.	Division Name	ACAD Quota	AG Quota
92	TAZEWELL CO PBLC SCHS	5	3
93	WARREN CO PBLC SCHS	4	2
94	WASHINGTON CO PBLC SCHS	5	3
95	WESTMORELAND CO PBLC SCHS	2	2
96	WISE CO PBLC SCHS	5	3
97	WYTHE CO PBLC SCHS	3	2
98	YORK CO PBLC SCHS	9	5
101	ALEXANDRIA CITY PBLC SCHS	7	4
102	BRISTOL CITY PBLC SCHS	2	2
103	BUENA VISTA CITY PBLC SCHS	2	2
104	CHARLOTTESVILLE CTY PBLC SCHS	3	2
106	COLONIAL HEIGHTS CITY PBLC SCHS	2	2
107	COVINGTON CITY PBLC SCHS	2	2
108	DANVILLE CITY PBLC SCHS	5	3
109	FALLS CHURCH CITY PBLC SCHS	2	2
110	FREDERICKSBURG CITY PBLC SCHS	2	2
111	GALAX CITY PBLC SCHS	2	2
112	HAMPTON CITY PBLC SCHS	16	8
113	HARRISONBURG CITY PBLC SCHS	4	2
114	HOPEWELL CITY PBLC SCHS	3	2
115	LYNCHBURG CITY PBLC SCHS	6	3
116	MARTINSVILLE CITY PBLC SCHS	2	2
117	NEWPORT NEWS CITY PBLC SCHS	21	11
118	NORFOLK CITY PBLC SCHS	23	12
119	NORTON CITY PBLC SCHS	2	2
120	PETERSBURG CITY PBLC SCHS	4	2
121	PORTSMOUTH CITY PBLC SCHS	11	6
122	RADFORD CITY PBLC SCHS	2	2
123	RICHMOND CITY PBLC SCHS	15	8
124	ROANOKE CITY PBLC SCHS	9	5
126	STAUNTON CITY PBLC SCHS	2	2
127	SUFFOLK CITY PBLC SCHS	10	5
128	VIRGINIA BEACH CITY PBLC SCHS	49	24
130	WAYNESBORO CITY PBLC SCHS	3	2
131	WILLIAMSBURG-JAMES CITY CO PBLC SCHS	8	4
132	WINCHESTER CITY PBLC SCHS	3	2
135	FRANKLIN CITY PBLC SCHS	2	2
136	CHESAPEAKE CITY PBLC SCHS	29	15
139	SALEM CITY PBLC SCHS	3	2
142	POQUOSON CITY PBLC SCHS	2	2
143	MANASSAS CITY PBLC SCHS	5	3
144	MANASSAS PARK CITY PBLC SCHS	2	2
202	COLONIAL BEACH PBLC SCHS	2	2
207	WEST POINT PBLC SCHS	2	2

Attachment H Scoring Guidelines

GUIDELINES FOR RATING STUDENTS' ACTIVITIES, RESEARCH AND HONORS

Students have been instructed to be very specific with regard to the explanation of their activities, honors, recognitions and organization names in this section.

A student should be given 1 or 2 points for each **activity** sponsored by regional, state, or national organizations that support his/her field of interest. Student applying to the Agriculture program may receive two points for their work at a farm or agricultural environment. One point should be awarded for membership in activities with a second point awarded for leadership and/or elected office in the activity or organization. **Only three activities within the past three years may be counted.**

A student should be awarded 1 or 2 points for each **research/study experience** related to his/her field of interest. One point may be awarded for topics and studies that are limited to assignments that are regular parts of the student's curriculum. A second point may be awarded for outstanding accomplishment within the study, completion or pursuit beyond the course requirements, or submission/presentation of the study to a competition, or other activities as deemed appropriate by a majority of the committee. **Only three research/study experiences may be counted.**

A student may receive 1 or 2 points for each **honors or recognitions** they have listed based on the criteria established by the local committee. The student may only list three items in this section.

Record the scores in Part I of the Academic Scores form, available at the following Web site:

http://www.doe.virginia.gov/instruction/governors_school_programs/summer_residential/index.shtml

GUIDELINES FOR RATING APPLICANT SPEECHES/ESSAYS

The rubric is provided as guidance for the scoring of student essays. Students have a choice of three essay prompts and all essay prompts are equally valued. The rubric provided is based on the end-of-course persuasive writing checklist. The maximum score for each essay is 6 points per reader. The score is composed of Composition (4 points) and Mechanics (2 points). Scores must be recorded as whole numbers, with the lowest of 0-1 and the highest of 6.

COMPOSITION	0 – 1	2	3	4
Central Idea/Position	Missing	Unclear	Weak	Strong
Evidence/Details	Unclear	Minimal	Adequate	Precise/Relevant
Organization/Unity	Lacking	Random/Many digressions	Lapses/ Some digressions	Logical/Unified
Counter Claims	Absent	Weak	Attempted	Effective
Word Choice	Lacking	Limited	Some Specificity	Highly Specific
MECHANICS	0	1	2	
Sentence Structure	Weak	Some variety	Varied	
Usage	Incorrect	Some incorrect	Consistently correct	
Mechanics	Incorrect	Some incorrect	Consistently correct	

Evaluators are asked to record the scores for each reader in Part II of the Academic Scores form.

Attachment H, continued

GUIDELINES FOR RATING TEACHERS'/ADULTS' NARRATIVES

1. The division coordinator may appoint a reading committee to score the teachers'/adults' narratives. This committee can be the same one used to score the applicants' essays.
2. Reader(s) should assess each teacher's/adult's impression of the applicant and assign a score for each narrative between 1 (low) and 6 (high) based on the following scale:
 - **6 pts.** This student **demonstrates superior skills and understanding** of all of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
 - **4 - 5 pts.** This student **demonstrates excellent skills and understanding** in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
 - **3 pts.** This student **demonstrates adequate skills** in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
 - **2 pts.** This student **demonstrates moderate skills** in the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
 - **1 pt.** This student **demonstrates few skills** in any of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
3. Record the scores in Part III of the Academic Scores form.

Attachment I

Head of School Tuition Certification
(Print this form on school letterhead paper)

February 28, 2017

TO: Governor's Schools and Gifted Education
Virginia Department of Education
Office of Mathematics and Governor's Schools
P.O. Box 2120
Richmond, VA 23218-2120

FROM: _____
Head of School

SUBJECT: 2017 Summer Residential Governor's School Tuition Certification

I hereby certify that the student(s) listed below is (are) qualified and genuinely interested in attending the specific Summer Residential Governor's School indicated. I further certify that this private school guarantees funding for the student(s) as its nominee(s) to the 2017 Summer Residential Governor's Schools program. 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, ATTN: Fiscal Services, P.O. Box 2120, Richmond, VA 23218-2120, is expected by June 16, 2017.

Name of Nominee	Nominee's Program Choice

_____/_____/_____
Signature of Head of School School Name Date