

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

**2013-2014 National Title I Distinguished Schools Recognition Program  
Instructions for Developing the Application**

**Purpose:**

The purpose of the 2013-2014 National Title I Distinguished Schools Recognition Program, a project of the National Association of State Title I Directors (NASTID), is to recognize qualifying Title I schools from each state for their outstanding achievements in education. Only two schools per state are selected each year as Distinguished Schools. Each state may select one qualifying school in each of the following categories:

- Category 1: A school that has exceeded AMOs for the current and previous years (accountability years 2012-2013 and 2013-2014); or
- Category 2: A school that has significantly closed the achievement gap for the student subgroups as evident by performance toward AMOs in the current and previous years (accountability years 2012-2013 and 2013-2014).

The application packet contains the school participation intent form and information about the selection criteria, review criteria, page requirements, and date the application is due to the Virginia Department of Education.

**Selection Criteria:**

Please use one-inch margins, a 12-point Times New Roman style font, and double space for all pages. The following areas must be addressed in the application:

- One-page narrative description of the school (this narrative must include verification that the school has a 35 percent or higher poverty rate and that it has not been a previous recipient of this recognition);
- Two-page description of the school's assessment results in reading (English/language arts) and mathematics (met or exceeded AMOs for two or more of the most current consecutive years) and how the school uses assessment data to improve student/school performance;
- One-page description of the reading (English/language arts) curriculum;
- One-page description of the mathematics curriculum;
- One-page description of how opportunities for all children to achieve are provided;
- One-page description of coordination with other programs;
- One-page description of professional development offerings;
- One-page description of partnerships with parents, families, and communities; and
- One-page description of the greatest contributing factor to the school's success.

**Review Criteria:**

The application will be evaluated on the following categories:

- Teaching and learning based on the approved state curriculum;
- Use of research-based instructional strategies;
- Opportunities provided for each student to achieve;
- Coordination of Title I program with other programs;
- Implementation of sustained research-based professional development;
- Established partnership with parents, families, and communities; and
- Quantitative data supporting either Category 1 or Category 2.

**School Participation Intent Form:**

See Attachment C. This must accompany the application.

**Page Requirements:**

This application must be no more than **10 pages**, with one-inch margins, Times New Roman style, a 12-point font size, and be double spaced. Please specify a heading at the top of each page. On the e-mail subject line, please indicate the school division's name and the category. (Example: Richmond City, Category 1)

**Application Due Date:**

The 2013-2014 National Title I Distinguished Schools Recognition Program Application must be submitted electronically to [NationalTitleIDistinguishedSchools@doe.virginia.gov](mailto:NationalTitleIDistinguishedSchools@doe.virginia.gov) by **5 p.m. on Friday, December 13, 2013**.

NOTE: No faxed application will be accepted.

**Questions:**

Please direct your questions to Gabie Frazier at (804) 225-2907 or [Gabie.Frazier@doe.virginia.gov](mailto:Gabie.Frazier@doe.virginia.gov)