2024 Virginia Governor’s   
World Language Academies

**

Guide for Schools

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Welcome to the nomination process for the 2024 Virginia Governor’s World Language Academies (GWLA), which include full-immersion programs for French, German, and Spanish; and partial-immersion programs for Japanese and Latin. The Governor’s World Language Academies are sponsored by the Virginia Department of Education (VDOE).

The availability of any or all the Governor’s World Language Academies is dependent upon local and state funding. Dates and locations for the 2024 program are listed below:

|  |  |  |
| --- | --- | --- |
| Governor’s French Academy  Governor’s German Academy  Governor’s Spanish Academy | June 22 – July 13, 2024 | Washington & Lee University  Lexington |
| Governor’s Japanese Academy  Governor’s Latin Academy | June 23 – July 14, 2024 | Randolph-Macon College  Ashland |

**Data entry procedure for private schools:** Private schools should select a designee to enter student data directly into a secure website using the same process as the public schools. Each private school that wishes to nominate one or more students must contact the VDOE to establish access to the secure website. To set up initial access to the secure website, the private school headmaster should submit the online [*Request for SSWS Access*](https://virginiadoe.gov1.qualtrics.com/jfe/form/SV_e38njj7RDET4rtQ).

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

All information, applications, and the testing materials order form are [available online](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/world-language/world-language-academies). This administrative guide outlines the process from nomination through completion of the summer program.  
  
**For questions about the Governor’s World Language Academies** application and selection process, please contact Dr. Lisa Harris, World Languages Coordinator, by phone at (804) 750-8083 or by email at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) .

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

The 2024 SRGS applications are available from the [Summer Residential Programs website](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/governor-s-schools/summer-residential-governor-s-schools).

## Brief Description of the Process

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Component** | **Description** | **Timeline** |
| 1 | Dissemination of Information | Each school division or private school coordinator is responsible for disseminating the pertinent information from this document as early as possible. | October 2023 |
| 2 | Criteria for Eligibility | Each school is responsible for ensuring that all nominees meet the established criteria for application. Principals or headmasters are required to sign each application to indicate that each nominee submitted is eligible for the program. | October-December 2023 |
| 3 | Schools' Selection Process | Schools' selection committees (if necessary) meet to determine which candidates to send forward for the state’s selection process. Students (and their parents) not selected for nomination must be notified in writing by the school. | November 2023-January 2024 |
| 4 | Testing | Nominees to the French, German, Latin, and Spanish Academies must undergo testing to determine their language abilities.   * The online test codes must be ordered online from the VDOE no later than **January 25, 2024.** * Schools should order test codes ONLY for students with completed application packets and whom the school selects as a nominee. * Online testing must be completed and submitted by no later than **January 31, 2024.** | November 2023-January 2024 |
| 5 | Internal Notification | **Deadline** for students to submit completed applications to their schools (Request school nomination). This allows two weeks for schools to complete the local selection process and data entry into the VDOE’s secure Single Sign-on for Web Systems (SSWS) website, (Schools may set earlier deadlines.)  Local school designees or chairpersons notify division gifted education coordinators or division contact persons of the names of all nominees. | January 16, 2024 |
| 6 | Application Submission Process | **Deadline** for student submission of completed online applications.  **Deadline** for completion of student language testing.  **Deadline** for all public and private schools to enter student data on the VDOE's secure website (Attachment A). | January 31, 2024 |
| 7 | Verification | **Deadline** for public school superintendents and private school designees to submit the verification report via SSWS. | February 5, 2024 |
| 8 | VDOE's Selection Process | The VDOE verifies completeness of application packets and prepares materials for the statewide selection committee. For an overview of the state selection committee’s evaluation criteria, please see Attachment B. | January-March 2024 |
| 9 | VDOE's Student Notification Process | The VDOE sends notices to students concerning the status of their applications. Regional and division coordinators will receive lists indicating the status of individual nominees about one week prior to student notification. | April 15, 2024 |
| 10 | Payment Process | Students notify the VDOE of their acceptance of the invitation through the online application portal.  Invoices are sent to public and private schools in late May.  Revised invoices, if applicable, will be sent after the first day of the program. | May-June 2024 |

## Detailed Process Information

### 1. Dissemination of Information

* Each public-school division's world language supervisor or gifted education coordinator is encouraged to provide all high schools with information regarding the application submission process. For private schools, this may be done by the head of school or the regional coordinator already responsible for the student application process to the Summer Residential Governor’s Schools.
* Schools should publicize information about the Governor’s World Language Academies to all tenth and eleventh-grade world language students during the fall, including home school and virtual program students. **Note:** Students do **not** need to be identified as gifted or be enrolled in a gifted education program to qualify for the World Language Academies.
* High schools submitting nominations may not engage in discrimination in the provision of public services based on race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status.
* Public school divisions are responsible for the local share of the tuition costs for any enrolled student nominated and accepted to the Governor’s World Language Academies. Home-school students, who must be nominated by the public school they are zoned to attend, should confirm with the local school division how its share of the tuition will be handled. Tuition costs will not exceed $2,700. The local share for the public school division is based on its current composite index of local ability-to-pay up to 50 percent of the total tuition. The state pays the remaining share. Information about the current [composite index of local ability-to-pay](https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/composite-index-of-local-ability-to-pay) for each public school division is available on the Virginia Department of Education Website.
* The local share for private schools is 50 percent of the tuition cost. The state pays the remaining share. For more on the payment process for private schools, see item #9 on page 13 of this guide.
* If public health conditions or a Governor’s emergency declaration prevents the face-to-face Academies from taking place at their scheduled time and location, they will most likely be offered virtually and the local share of tuition will be waived. If the Academies are offered virtually there will be no deferral for acceptance.

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

*\*For information regarding residency, please refer to the* [*Enrollment in Virginia Public Schools*](https://www.doe.virginia.gov/parents-students/for-parents/enrollment-in-virginia-public-schools#residency) *page of the Virginia Department of Education website.*

### 2. Criteria for Eligibility

The school shall consider for nomination any student who meets the eligibility criteria listed below. However, schools are strongly encouraged to review the selection criteria with students and to assist them in recognizing the competition they face at the state level. Links to the online applications are available on the [Governor’s World Language Academies](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/world-language/world-language-academies) page of the VDOE website.

**All nominees:**

* must be genuinely interested in attending the Academy and have the emotional maturity, stability, stamina, and self-discipline to live away from home for an extended period;
* must be neither a current applicant to a 2024 Summer Residential Governor's School (SRGS) or another GWLA, nor a former participant in these programs; (**A student may attend only one program during his or her high school career.)**
* must be juniors or mature sophomores during the current school year, 2023-2024, and must not have graduated before the opening of the Academy;
* must be nominated by a public high school from a Virginia public school division or by a private school accredited by one of the approved accrediting constituent members of the Virginia Council for Private Education;
* must be recommended by two teachers, or a teacher and another individual, who know the academic ability and strengths of the student in the selected area; and
* must be eligible to attend public school in Virginia tuition-free. (For information regarding residency, *please refer to the* [*Enrollment in Virginia Public Schools*](https://www.doe.virginia.gov/parents-students/for-parents/enrollment-in-virginia-public-schools#residency) *page of the VDOE website;* )
* must serve as ambassador to their home school and local school division.
* NOTE: Students do **not** need to be identified as gifted or enrolled in a gifted education program to be eligible.

#### Additional requirements:

Nominees for the Latin Academy:

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

Nominees for the Partial-Immersion Japanese Language Academy:

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

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

* must have completed at least level three of the language prior to the beginning of the Academy;
* must **not** be native speakers of the Academy language;
* must have developed good proficiency in using this language; and
* **must be willing to use the target language for all social and academic interactions.**

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

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

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

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

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

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

### 3. School’s Selection Process

#### Committee Process:

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

Schools may nominate a maximum of two students per language academy.

### 4. Testing

#### Testing Process:

The nominees for French, German, Japanese\*, and Spanish must complete an online test of their speaking and writing abilities in those languages. Latin nominees must take an online Latin reading comprehension test and write a composition in English on a Roman theme.

The world language department chairperson must order the testing codes from the VDOE by no later than January 25, 2024. Schools are asked to order codes only for students who have **completed an application packet and will be nominated by the school**. The link to the online [Test Code Order Form](https://virginiadoe.gov1.qualtrics.com/jfe/form/SV_espVuN9R0YLz3q6) is available on the [GWLA page of the VDOE website](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/world-language/world-language-academies). Schools should arrange suitable testing locations and appropriate proctors. Please note that proctors may not be speakers or scholars of the language(s) being tested.

Students with an Individualized Education Program (IEP) or 504 Plan must be provided with testing accommodations as outlined in the IEP/504 Plan. The student application includes a section for parents/guardians to grant permission for the school to send a copy of the relevant page(s) of the IEP/504 Plan with the student’s application. This information will be kept confidential and is not available to the selection committee.

We strongly recommend that students have opportunities to practice with the sample tests ahead of time to familiarize themselves with the process and reduce anxiety on the day of testing.

#### For Applicants to the French, German, and Spanish Academies:

* Practice tests are available online at the [Avant Assessment website](https://avantassessment.com/sample-tests). Scroll to the section for the STAMP test and select the appropriate language to see a sample test.
* Immersion students should be advised that their speaking and writing samples carry the most weight in the selection process.

#### For Applicants to the Latin Academy:

* Additional information, including a [sample of the Latin test](https://avantassessment.com/sample-tests#STAMP-Latin), is available at the Avant Assessment website.
* The required composition may be completed at home and does not need to be proctored, although the student should not receive any help. The essay topic is included on the student application.

#### For Applicants to the Japanese Academy:

* Japanese applicants who have experience with the language should take the STAMP test to determine class placement if accepted. Test results for Japanese will only be used to determine class composition and will not be counted in the application scoring. Applicants to the Japanese Academy with no prior experience in Japanese should not take the STAMP test and will automatically go into the beginner course if accepted.
* The required essay in English may be completed at home and does not need to be proctored, although the student should not receive any help. The essay topic is included on the student application.

#### Technology

Proctors should also be thoroughly familiar with all requirements and equipment used. Instructions for preparing and proctoring each type of test will be included with the testing codes. In the event of a testing irregularity, please include a written explanation of the incident with the student’s application materials.

**Proctoring Requirements:** The assessments must be administered in a proctored setting as part of the Academies application process. If schools are in a remote operating status, testing may be administered using the remote proctoring option available from the vendor. The required equipment includes: a PC, Mac, or Chromebook; headset with microphone; keyboard and mouse. Technical information relative to computers and networks for administering the assessments is available online at the [Avant Tech Check website](https://app.avantassessment.com/tech-check).

**IMPORTANT NOTE about the test administration:** The vendor does not have a time limit for the STAMP test, however; when used for the purpose of selecting student applicants, VDOE requires that the test be administered in a timed and proctored environment to ensure that all students are being scored using the same criteria.

### 5. Internal Notification

It is recommended that students submit completed applications to the school and request nomination no later than January 16, 2024, to allow time for chairpersons to verify the completeness of the applications and notify their coordinators of the names of all nominees. This also allows two weeks for all public and private schools to complete data entry from the student application cover sheets into the SSWS online system, and for designees to generate the Verification Report from the SSWS and obtain the necessary approvals from the division superintendent or Head of School.  
  
Schools may set an earlier deadline, if they wish. Ideally, data entry should be completed at the school level by the world language chairperson. Local data entry increases accuracy and shortens the application review process. For information about the data entry process, see below under “School Nominee Submission Process” and refer to Attachment A.

**IMPORTANT:** Students who complete an application and whose applications are not sent forward for state-level consideration will receive an email notification indicating that the student was not selected by the school as a nominee. Divisions must include a list of local selection committee members on the school nomination decision form if a local committee is convened.

### 6. Nominee Submission Process

#### In addition to the information below, step-by-step directions for each role are summarized in Attachment D.

#### Responsibilities of the School-Level Designee

Each student's application should indicate the names and titles of the school’s selection committee members on the School Nomination Form. This form, which acknowledges that the nominee is worthy to represent his or her school, is included as the final step of the online student application.

The School Nomination Form should be completed before the student is scheduled for testing whenever possible. This form is generated electronically by the student as part of the application process. The school-level designee should ensure that the student nominees have the correct name and email address for the principal/head of school or designee who is authorized to complete the nomination form. Only students who are chosen as nominees should complete the language test.  
  
The public school world language department chairperson may be asked to assist with data entry into a VDOE secure website, especially in larger public school divisions. If so, this must be done **prior** to submitting the applications and **before** the verification report is sent to the Superintendent for approval. For details about the data entry process, please see the section entitled “Entering Student Data” in the next section of this guide.  
  
**Submitting Applications to VDOE**

The application submission process is completed electronically through the SMApply system. The link to the electronic student application portal is available from the [GWLA Applications website](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/world-language/world-language-academies).

The electronic application includes steps for the student to invite others to complete their section of the application. Schools should assist students in locating the name and email addresses of each of the following to aid in completion of this task:

* Name and email address of the school designee for coordinating the GWLA application process;
* Name and email address of current or most recent world language teacher;
* Name and email address of second recommender;
* Name and email address of school counselor or person who will upload a copy of the student transcript; and
* Name and email address of the principal/head of school or the designee who will approve or deny the nomination on behalf of the school.

Schools may wish to use the *Student Application Planning Form* to note any internal deadlines that are earlier than the state deadlines. The form includes a place for applicants to record names and emails of collaborators on the first page. The second page is a chart of state deadlines for tasks in the electronic application, with space to write in any local deadlines. The *Student Application Planning Form* is available to download from the [GWLA page](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/world-language/world-language-academies) of the VDOE website.

**SMApply System Notifications**

If you are having trouble receiving emails from the Apply site:

* Check to see if noreply@mail.smapply.net has been added as a safe sender on your email inbox.
* If you have an email address that is hosted under your organization or school, we recommend reaching out to your IT department to ensure the emails are not being blocked on a domain level.

You can provide your IT department with the following details:

Email addresses to be allowlisted/added to safe sender lists:

noreply@smapply.net

noreply@mail.smapply.net

noreply@fluidreview.com

noreply@mail.fluidreview.com

wish@surveymonkey.mail.e.sparkpost.com

Mail Servers:

Server: smtp3.chide.it IPs: 72.55.140.81

Server: mta-81-40.sparkpostmail.com IPs: 192.174.81.40

Server: mta-81-59.sparkpostmail.com IPs: 192.174.81.59

Server: mta-87-232.sparkpostmail.com IPs: 192.174.87.232

Server: mta-87-233.sparkpostmail.com IPs: 192.174.87.233

Server: mta-81-57.sparkpostmail.com IPs: 192.174.81.57

Server: mta-81-60.sparkpostmail.com IPs: 192.174.81.60

Server: mta-91-147.sparkpostmail.com IPs: 192.174.91.147

Server: mta-216-97.sparkpostmail.com IPs: 147.253.216.97

Server: mta118a.mail.e.sparkpost.com IPs: 34.216.54.168

Server: mta119a.mail.e.sparkpost.com IPs:34.216.245.73

Once emails have been allowlisted from SMApply, you should no longer have any issues receiving emails from the site.

**Important Notes**

Please plan for deadlines and take into account the possibility of school closings for weather or other emergencies. Submission deadlines have been moved to the latest possible date and will not be extended past this time.

It is the joint responsibility of the student and the nominating teacher or world language chairperson to ensure that applications have been completed and submitted to the VDOE by January 31, 2024.

#### Responsibilities of the Central Office Level or Private School Designee

#### Entering Student Data

The data-entry designee will enter the names and language for each nominee into the SSWS system. Based on the information entered, this system will produce a Verification Report that the division Superintendent or private school Headmaster will electronically approve. Please do not type using all caps. Data is pulled exactly as typed into the system.

* Public Schools: Nomination information will be submitted to the VDOE via a secure website. Public school division world language supervisors or gifted education coordinators should contact their division's Single Sign-On for Web Systems (SSWS) account manager for access. The VDOE cannot give public school personnel this access; it may only come from the division's SSWS account manager.
* Private Schools: Nomination information will be submitted to the VDOE via the same secure website as the public schools. Private schools will need to select a designee to enter student data directly into a secure website using the same process as the public schools. Private school Heads of school will also need an account to approve the nominees. To set up initial access to the secure website, the private school headmaster should complete the [online request for SSWS Access](https://virginiadoe.gov1.qualtrics.com/jfe/form/SV_e38njj7RDET4rtQ). Questions about SSWS can account access can be sent to Dr. Lisa Harris at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) .

Authorized users will be able to [log in on the Governor’s World Language Academies SSWS page](https://p1pe.doe.virginia.gov/ssws/login_page.do) to , enter data, and generate the Verification Report.  
  
The first screen, after successful login, will give general instructions and show options based on user level. Please see Attachment A for further details about SSWS data entry. Users will have the ability to edit or delete data for nominees after they have been entered. However, the window will be locked as soon as the coordinator submits the data to VDOE and generates the Verification Report. If additional entries or edits must be made after that time, but before the deadline of February 5, 2024, the coordinator should notify the VDOE. The VDOE will reopen the window for the division, and the coordinator may edit the student data. The superintendent or designee will then need to resubmit the Verification Report.  
  
Division coordinators may prefer to have this data entry completed by the world language department chairperson of each school. The division’s SSWS account manager would have to grant access to each chairperson.

#### Submitting the Verification Report

Both public school divisions and private schools should follow all remaining instructions in this section and on Attachment A. Once the designee has verified with chairpersons that all nominee information has been entered, the designee should generate the Verification Report following directions shown on the SSWS screen. This report requires Adobe Acrobat to be read, which may be downloaded at no charge from the [Adobe website](http://get.adobe.com/reader/).   
  
Once the designee has submitted the data, the Superintendent or Designee will receive a notice to confirm the information and submit the verification report via SSWS to indicate the correct number of students for whom the division or private school is guaranteeing tuition. Public school divisions are also certifying that no tuition will be charged for students enrolled in a public school.

If the user has an interruption in the online submission process, the data will not be lost. Step-by-step instructions are included on Attachment B of this document. The division or private school designee must submit the Verification Report to the VDOE via SSWS no later than **February 5, 2024.**

### 7. Virginia Department of Education Selection Process

The VDOE receives and processes all required materials **submitted by January 31, 2024**. Selection of program participants is made by a statewide selection committee and will be based on the strength of the student's application and language abilities (where applicable). Nomination does **not** guarantee acceptance.  
  
The selection committee will consist of world language teachers, supervisors, and other experts nominated by their school divisions. Many of the selection committee members are former teachers or directors of Governor’s World Language Academies. Selection committee members follow strict guidelines and evaluate all materials according to pre-established rubrics. Each student’s overall application, transcript, and teacher recommendations as well as online test results, and/or compositions are evaluated independently by two committee members of that language group in a double-blind scoring process. In cases where the assigned points differ by a greater than acceptable margin, a third committee member will evaluate the materials in question. See Attachment B for an overview of selection criteria.

### 8. Virginia Department of Education Notification Process

**Each nominee will be sent an email notification regarding his/her acceptance status in mid-April.** Prior to sending the notice to all nominees, the private school regional coordinators and/or heads of school and public school division gifted education and world language coordinators will receive status lists indicating “invited,” “alternate,” or “declined” status for individual nominees. Each student's notice will be sent to the email used to create the application. Students invited as participants or alternates must indicate by April 25, 2024, whether they intend to accept the invitation to participate or remain on the alternate list. After April 25, qualified students from the alternate list will be chosen to replace any students that have declined.  
  
After May 1, all participants will receive or access online additional information relating specifically to their Academy. This information will include a variety of forms that must be returned to the Academy director in early June as well as detailed information about what to bring and what to expect.

### 9. Payment Process

Public school divisions and private schools will be invoiced in late May for students who have accepted the invitation to attend as of May 17, 2024. Divisions and private schools may receive a revised invoice after the first full day of the program, indicating students who declined or accepted after the May invoices. Only divisions and private schools with changes will receive revised invoices.

**GWLA Tuition Payments for Students Enrolled in Public Schools**

The cost of tuition, room and board, instructional materials, academic field trips, and other activities planned for the program will be paid from state and local funds. The 2024 per-student cost is expected to be no more than $2,700. The school division that nominates a student stipulates that it will pay its share of the per-student cost as determined by the school division's current composite index of local ability-to-pay up to 50 percent of the total tuition.

The state Appropriation Act requires public school divisions to contribute the local share of the tuition only for students enrolled in public school. The current Appropriations Act states:

*Chapter 2, Item 137 C.26. Governor's School Payments:*

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

Public school divisions may decide how to handle reimbursements for home-school students nominated through a public school. Information about the current [composite index of local ability-to-pay](https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/composite-index-of-local-ability-to-pay) for each public school division is available online on the [Virginia Department of Education website](https://www.doe.virginia.gov/home).

**GWLA Tuition Payments for Students Enrolled in Private Schools**

The funding formula for the GWLA tuition consists of two separate parts. One part of the tuition is paid with state funds appropriated by the General Assembly, as noted in the above-mentioned appropriations act. The state share of tuition is paid for all accepted students, regardless of whether they are enrolled in a public school, private school, or home school. The remaining portion is the local share.

Regulations require all participating public schools to certify that they will not charge tuition to participating students and that they will pay for the local share per the above appropriations act. This regulation is not binding on private schools; therefore it is up to the individual private school to determine if they will participate in the nomination process, and how they will handle the local share of tuition, which is 50 percent of the $2,700 tuition amount ($1,350) per student.

VDOE requires participating private schools to submit the local share of the tuition payment to VDOE following receipt of the tuition invoice. Each private school decides whether they will require parents to pay any part of the local share of tuition. VDOE does not invoice parents and payments will not be accepted directly from parents.

**Other Fees**

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

#### Notes regarding tuition and fees

#### The availability of these programs is contingent upon the provision of state funds by the 2024 General Assembly.

#### If public health conditions prevent in-person programs from taking place during their scheduled times, the GWLA will most likely be held virtually and no local tuition will be charged.

#### If the Academies are held virtually, student activity fees will be waived, and all Academy materials will be mailed to the student’s home address listed on the Academy application.

#### Contact Information

If you have questions regarding the applications, student selection process, submission of the nomination data, or the invoice process, please contact Dr. Lisa Harris, VDOE World Languages Coordinator at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) or 804-750-8083.

## Attachment A: Instructions for Online Entry of Student Data

Student data may be entered by the division world language supervisor or gifted education coordinator, or by a world language department chairperson or designee at the school level. This individual will enter the Academy selection and name of each student nominee directly into the VDOE’s Single-Sign-on for Web Systems (SSWS) Educational Information Management system through a secure website.

1. Request an SSWS account with access to the GWLA data entry application (new users); or request re-activation of a lapsed account.
   1. **PUBLIC SCHOOLS**: Contact your school division’s SSWS account manager to obtain a username and password or reactivation. These cannot be assigned by the VDOE for public school employees.
   2. **PRIVATE SCHOOLS**: Use Attachment A of the *Guide for Schools* to request a new SSWS account. Email [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) to request reactivation of a lapsed account.
2. Go to the [SSWS page](https://p1pe.doe.virginia.gov/ssws/login.page.do) and log in. Enter your username and password. Both are case sensitive. If you get the verification screen, click the Send token to email button. Enter the number from the email into the text box.

Graphical user interface, application, Word

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Graphical user interface, application

Description automatically generatedGraphical user interface, text, application, email

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Graphical user interface, application, Word

Description automatically generatedGraphical user interface, text, application

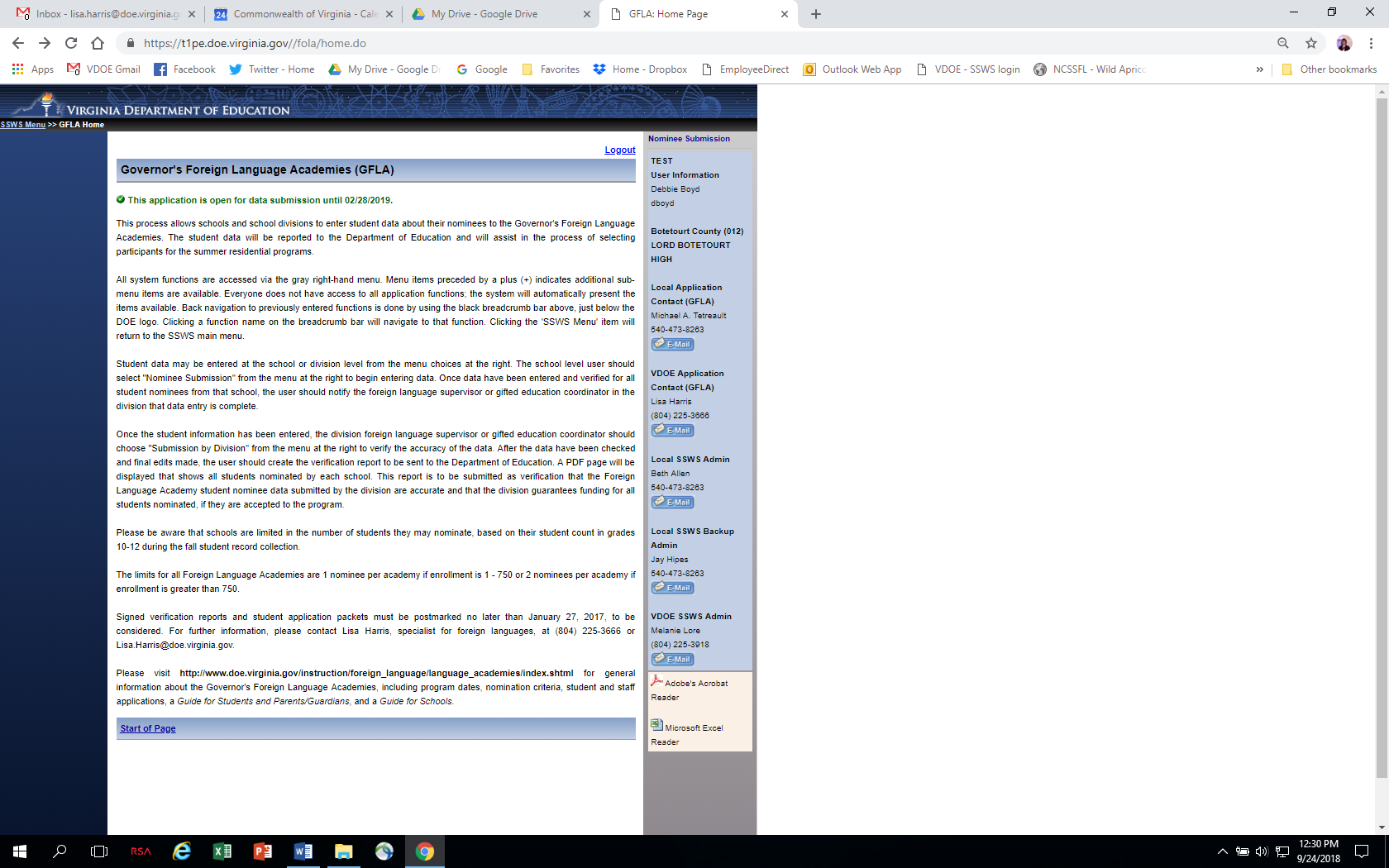
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1. Choose “Governor’s World Language Academies” from the menu of options in the central white section of the page. There may or may not be additional options available.

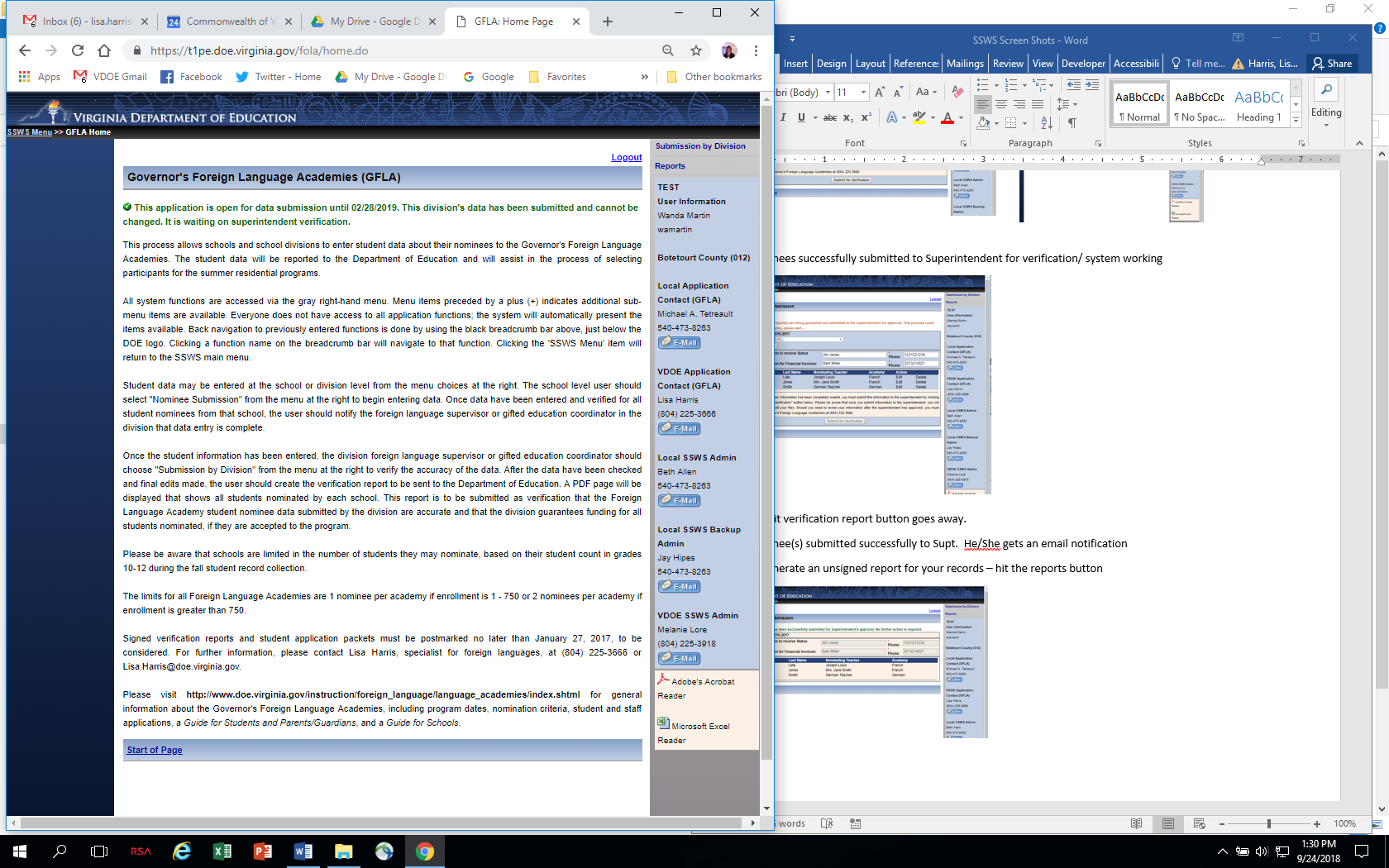
Graphical user interface, application, Word

Description automatically generated

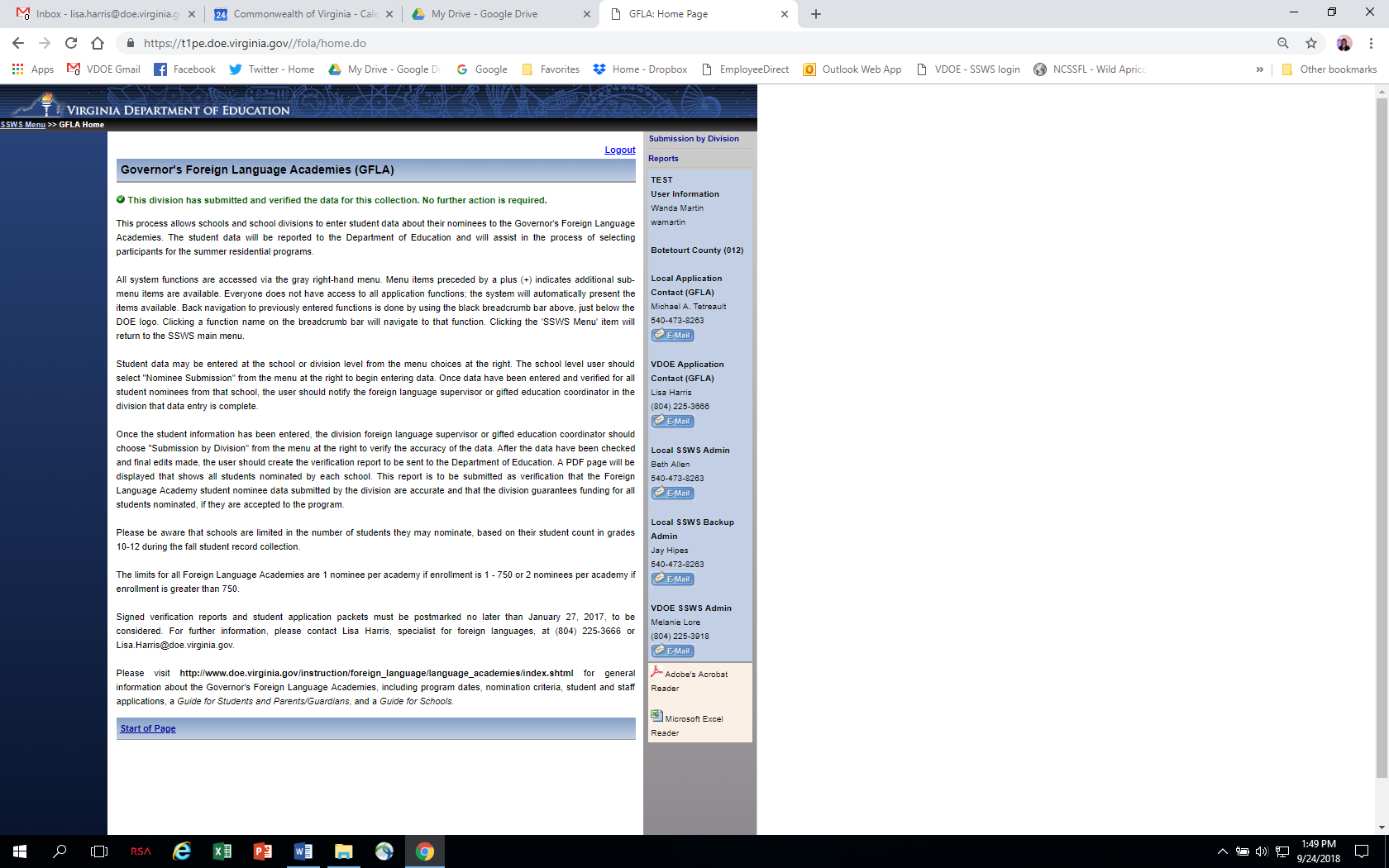
1. From this page, choose “Nominee Submission” or “Submission by Division,” whichever is available to you, to begin the data entry process. Continue to bullet five and follow the instructions for either school level or division level access.



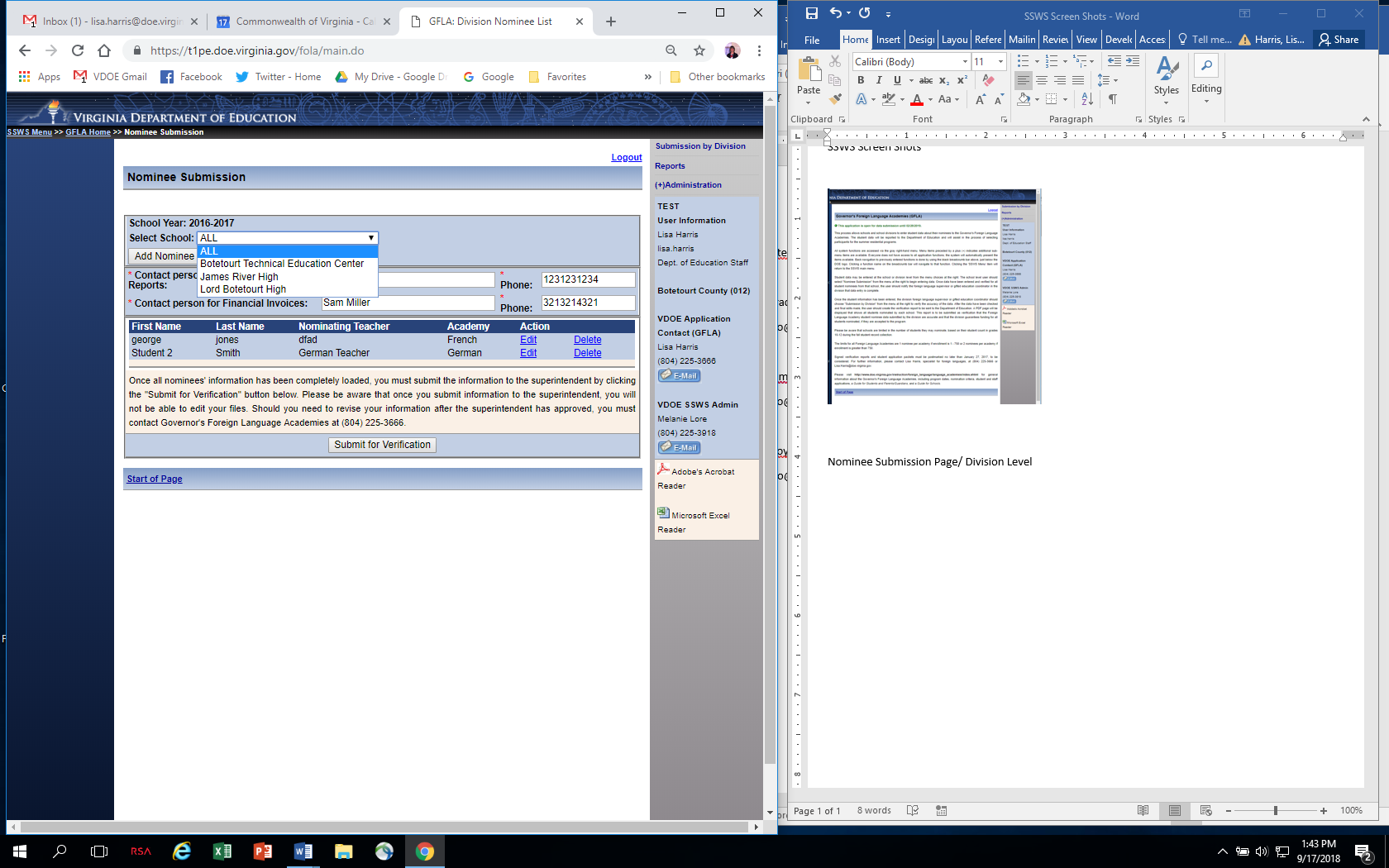
* 1. If you see the message below, it means the window for nominations has been closed by the division designee and names have been submitted to the Superintendent for approval.

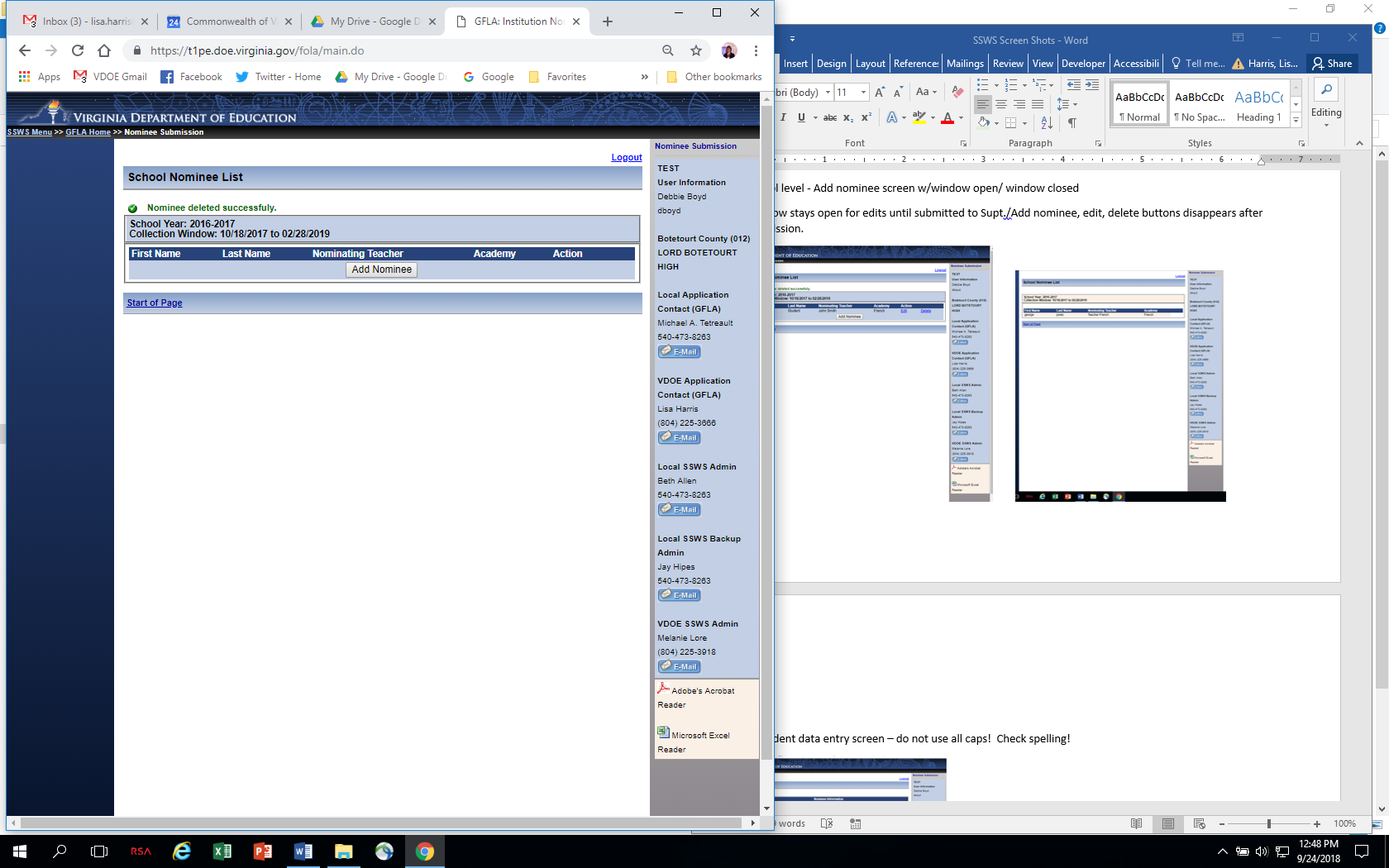


* 1. If you see the message below, it means the Superintendent or Headmaster has signed off on the nominations and the data has been submitted to VDOE.

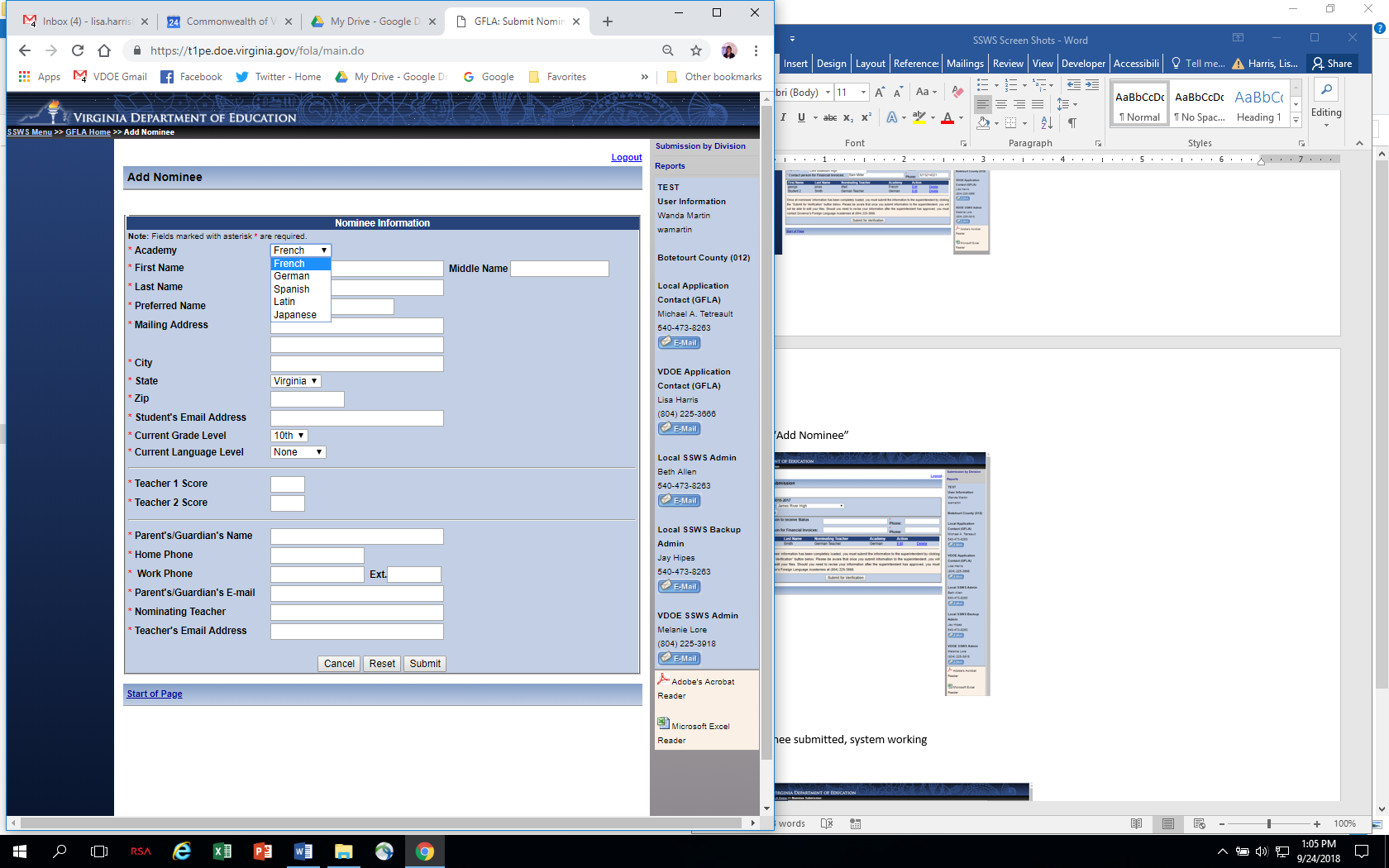


1. Add Student Data – This window will remain open until the nominees are submitted to the Superintendent for approval. NOTE: Once the data has been submitted, the “Add Nominee” button will disappear.
   1. **School Level:** Click the “Add Nominee” button to add data from the student’s application cover sheet.
   2. **Division Level:** Use the drop-down list to select a school, then click “Add Nominee” to add data from the student’s application cover sheet.



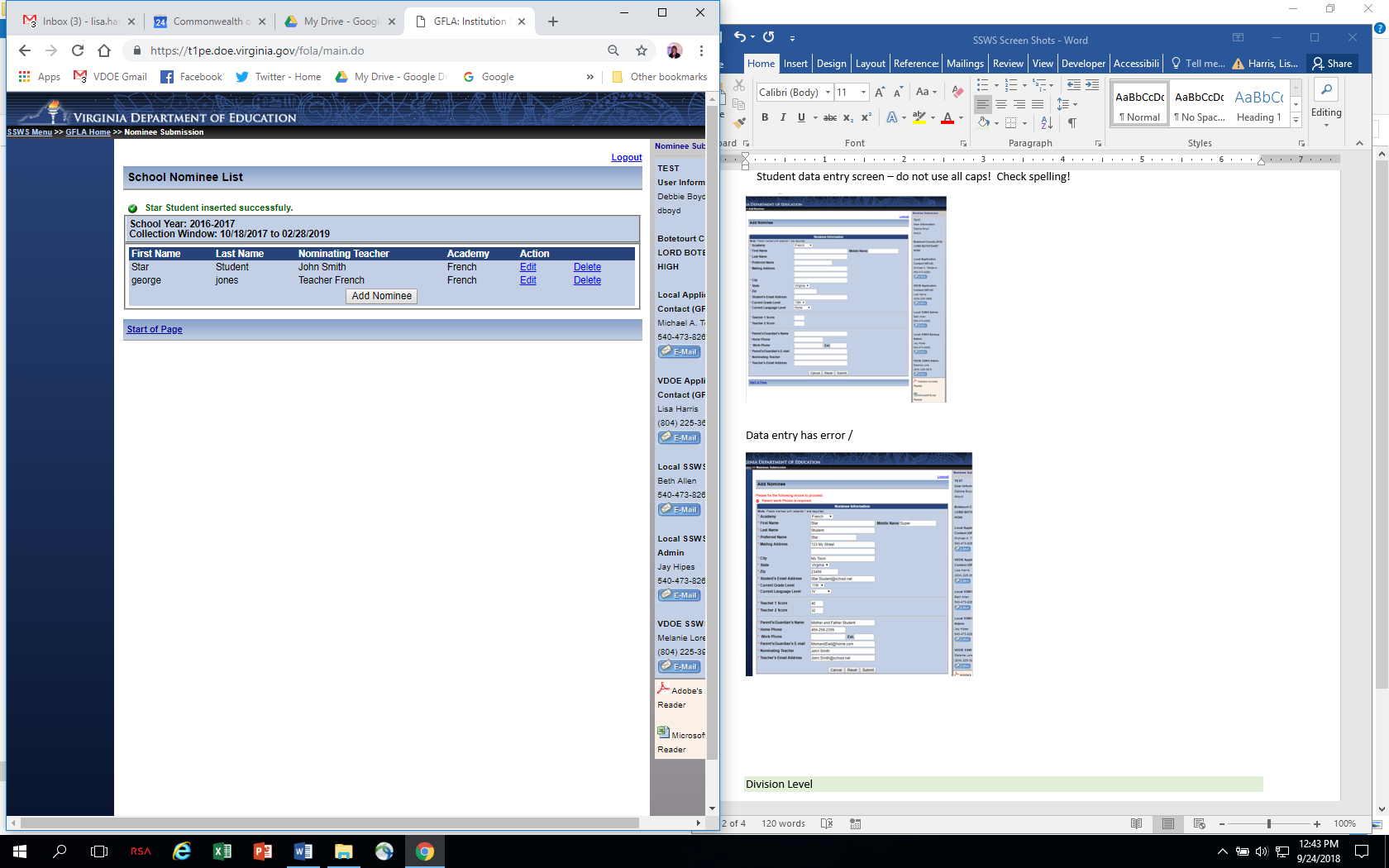


Choose the appropriate Academy and enter the student's name. You no longer need to enter any additional information as this will be captured from the electronic application. **Do not use all caps when typing and pay careful attention to accuracy.**



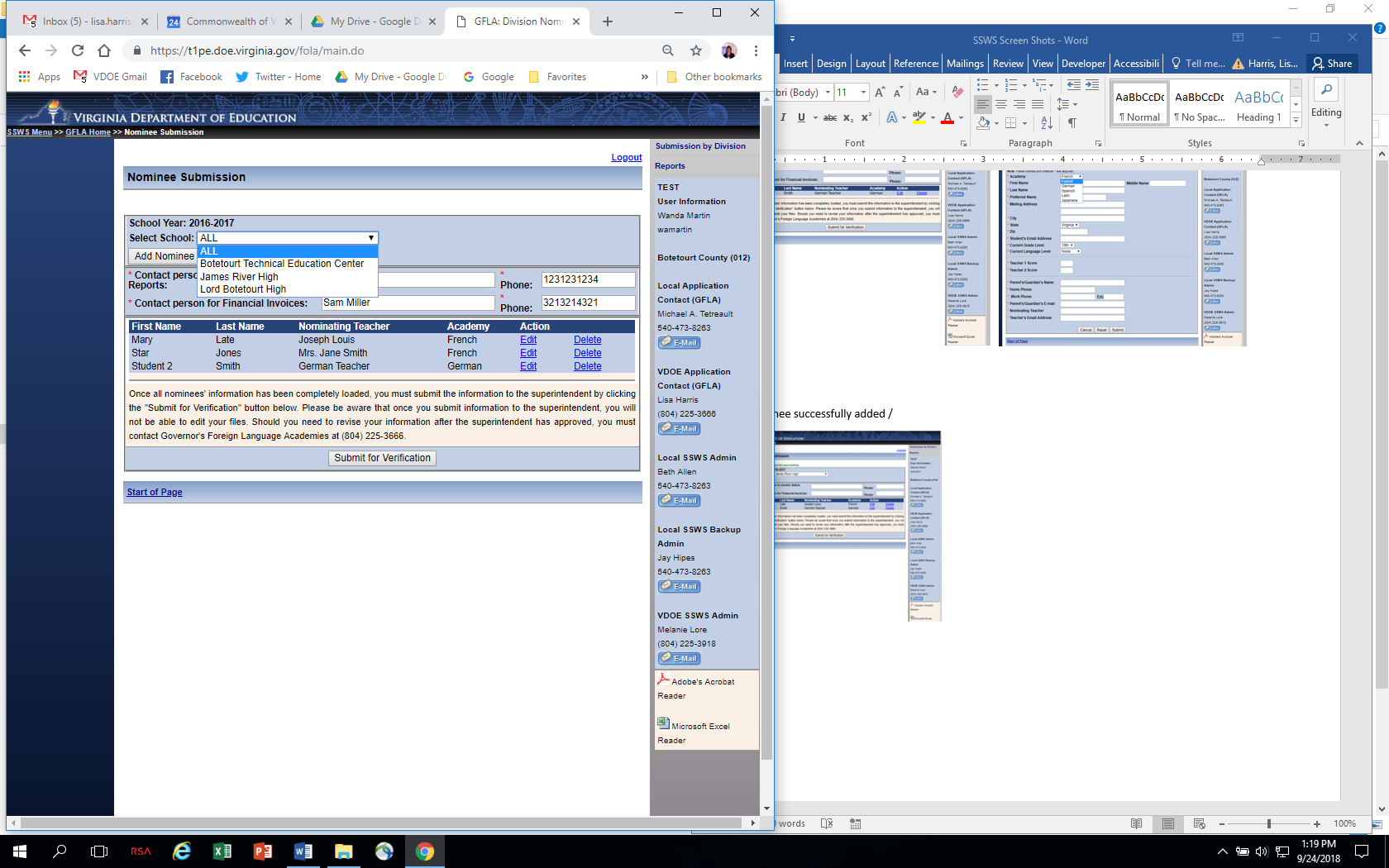
You will get a red error message if you enter something incorrectly in a required field. Enter or edit the requested information and click “Submit.”

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



1. Submitting Data:
   1. School Level: Notify your division’s designee (gifted education coordinator or world language supervisor) when you have completed and double-checked all data entry. You may come back to the SSWS system to edit the information or add/delete nominees at any time UNTIL your division’s designee has submitted the information to the Superintendent for approval. This ends the school level data entry for public schools. Private schools should continue with the division level data submission.
   2. Division Level: To view all nominees listed, select “all” from the school list. When all students have been entered, complete the data entry by entering the name and contact information for the person to receive the status reports and the person responsible for paying invoices.

DO NOT CLICK “SUBMIT FOR VERIFICATION” UNTIL ALL STUDENTS FROM ALL SCHOOLS HAVE BEEN ENTERED AND VERIFIED.



Once “Submit for Verification” has been clicked the window will be locked and no further entries or edits will be allowed. If further edits must be made, please contact Dr. Lisa Harris at 804-750-8083 by phone, [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov), or by email to reopen the window. If the Superintendent or Designee has already submitted the Verification Report to the DOE, a new email notice will be sent to them requesting submission of the updated report.

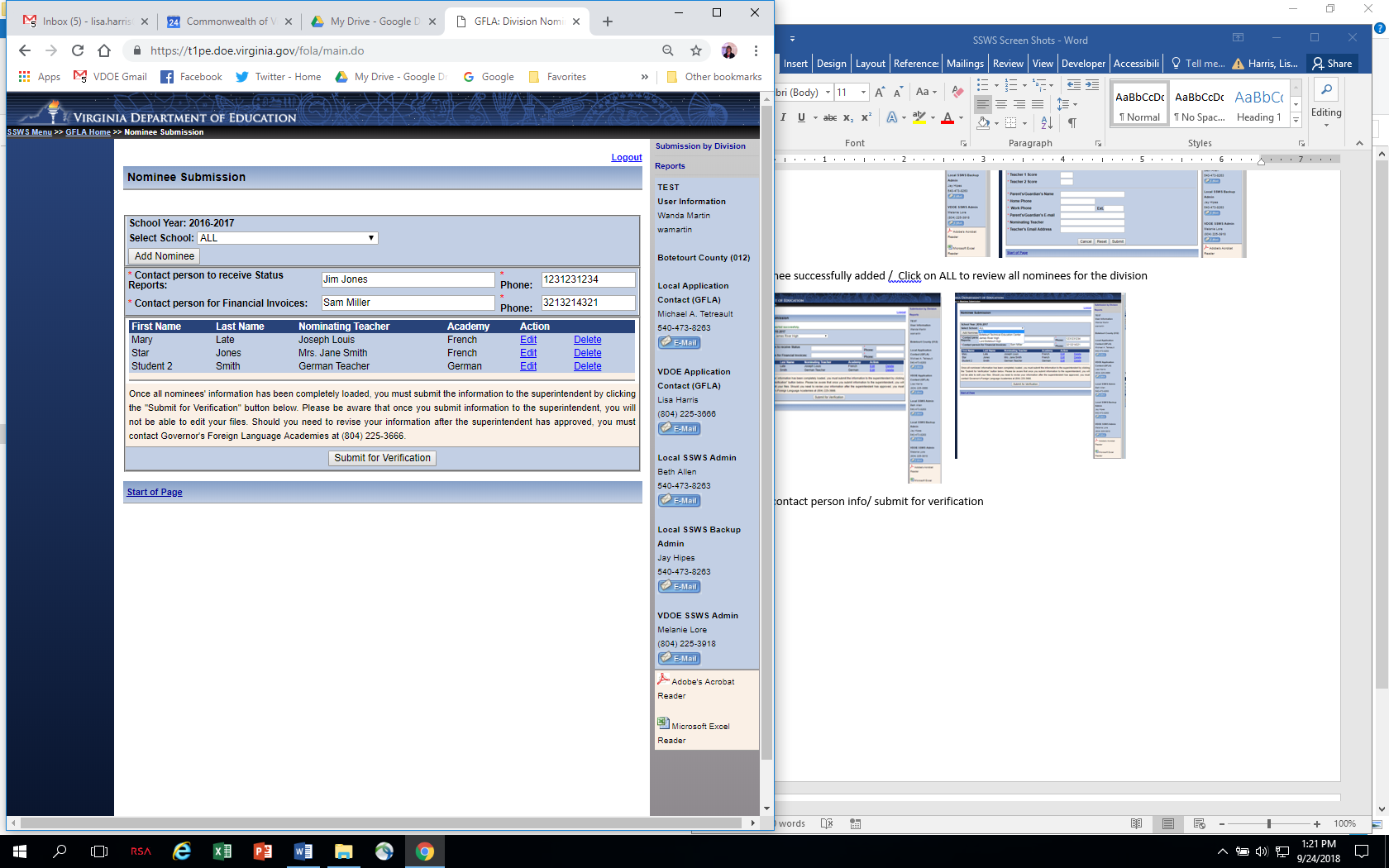
**Division Level and Private School Designees: Instructions for verifying student data at the division level and generating the verification report**

When data entry is complete for all schools in the division, the gifted education coordinator or world language supervisor must log into the system as described in steps 1 through 4 above to verify the data, submit them to VDOE, and generate a verification report. When this step is completed, a notification will be sent to the Superintendent or Designee.

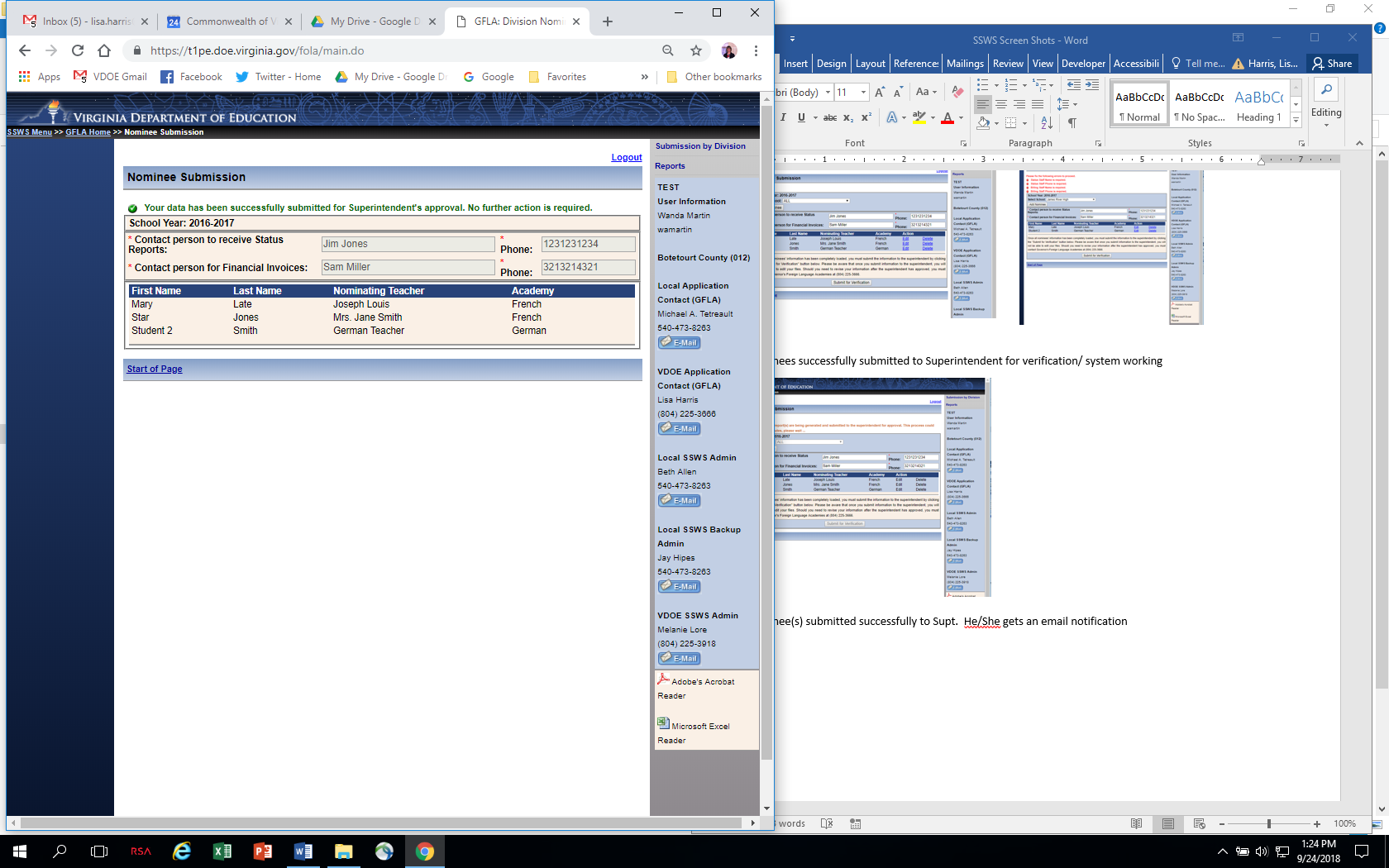
The Superintendent or Designee will then confirm the information and submit the Verification Report to VDOE via the SSWS system. Online submission of the Verification Report will serve as the Superintendent’s electronic signature.

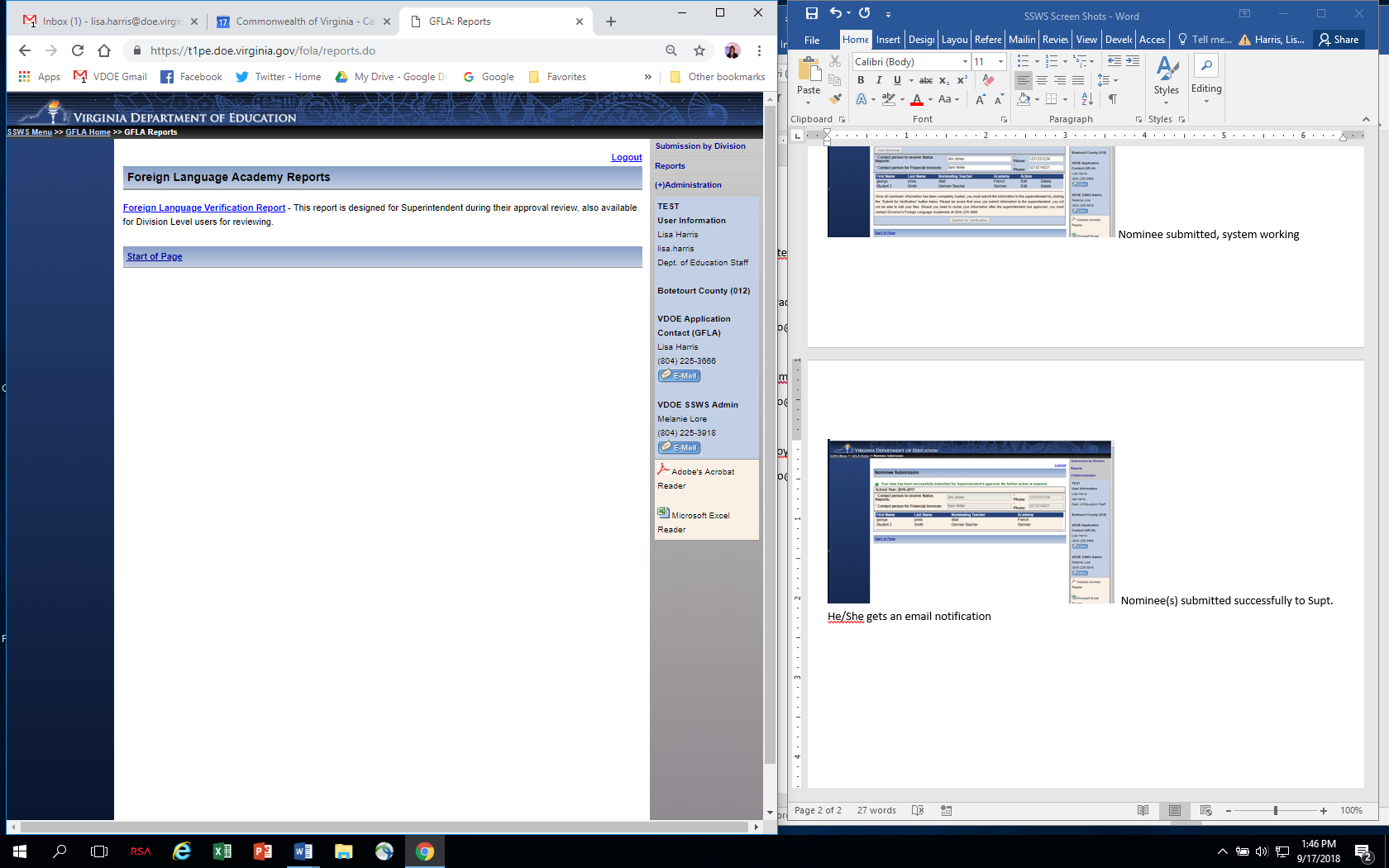
1. Choose “Edit” to view and verify each student’s information. Once you are satisfied that data entry is complete and accurate for all high schools in the division click “Submit for Verification.”

**NOTE:** **Once this button has been clicked, the data entry window will be locked, and no further changes may be made.** If further editing is necessary, please contact Dr. Lisa Harris at 804-750-8083 or [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) to reopen the window. The window will also be automatically locked after **February 5, 2024**.

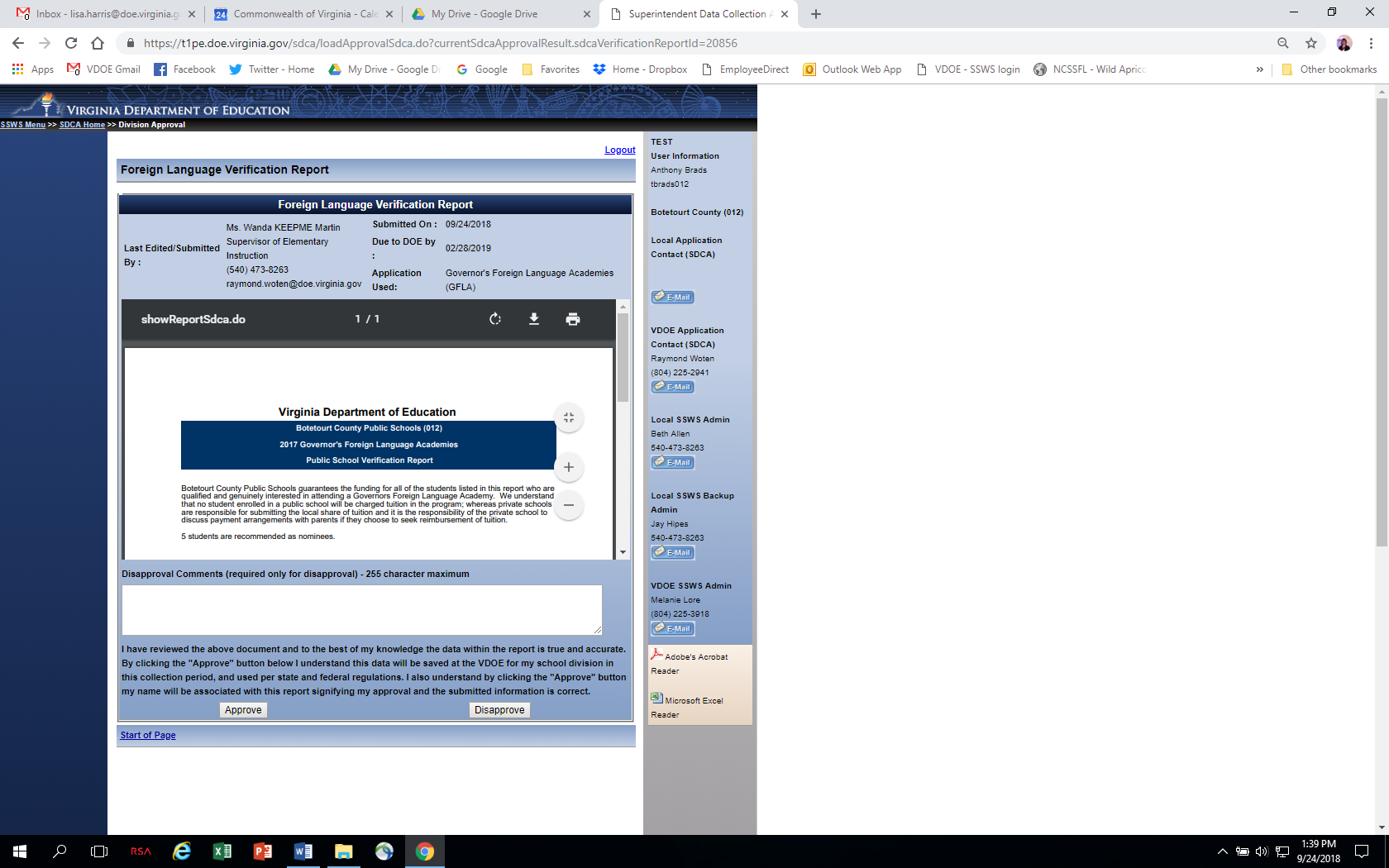


1. You will now see a similar page that does not allow for further editing but shows a list of all students submitted from the division. Choose “Report” on the right-hand menu to generate a copy of the Verification Reports for your records. NOTE: Do not submit a paper copy of this report to the Superintendent. See step three for additional information.





1. A verification report for your division or private school will be created automatically in SSWS and a notification will be generated to the Superintendent or designee. The Superintendent or Headmaster will receive an email asking them to view and approve the report in the SSWS system.
2. When the superintendent or headmaster logs in to the SSWS system, they will see the request to approve the report. The superintendent or private school headmaster must confirm and submit the Verification Report to VDOE via SSWS by **February 5, 2024**.
3. The Superintendent or Headmaster can scroll through the report online.
   1. To approve, the Superintendent or Headmaster will simply click on the “Approve” button. This will submit the data to DOE and close the window for the school division or private school.
   2. To disapprove, the Superintendent or Headmaster must write the reason for the disapproval in the comment box, and then hit the “Disapprove” button. This will reopen the window and revert back to the person who generated the report for corrective action and resubmission.



Once the data have been submitted to VDOE and the verification report has been generated, the data entry Collection Window will be closed and locked. Please contact Dr. Lisa Harris at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) or 804-750-8083 if the window needs to be reopened.

## Attachment B: Selection Committee Evaluation Criteria

### French, German, Spanish Academies

Teacher Recommendations:

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

Application:

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

### Latin Academy

Teacher Recommendations:

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

Application:

* Student answers to questions; honors, activities
* Academic status (principal’s form and transcript with emphasis on Latin)
* Language Assessment Results
* Essay in English on a Roman history topic

### Japanese Academy

Teacher Recommendations:

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

Application:

* Student answers to questions; honors, activities
* Academic status (principal’s form and transcript with emphasis on language)
* Essay in English on a language or culture topic

**Helpful Hints: Avoid common errors and make sure:**

* Each application is submitted on or before **January 31, 2024**
* Follow the general procedures and check that:
* All sections of the application are complete/ no missing information.
* The second recommendation is from someone who is not a world language teacher.
* The principal/headmaster or designee has completed and electronically signed the School Nomination Form.
* Follow all testing procedures and protocols:
* Testing proctor must **not** be a speaker/scholar of the language being tested.
* Testing codes should be requested before the posted deadline.
* Online tests must be submitted by the posted deadline.

## Attachment C: Data Entry Cover Sheet

Governor’s World Language Full-Immersion Academies

Directions: Public and private school designees will use this information to complete data entry into an online database that will be used to contact students, parents, and schools, and produce invoices. Names and other information will appear exactly as typed into the system. We thank you in advance for your careful attention to detail and accuracy. Both public and private schools are requested to enter the information into the online system.

1. School-level Program Contact
   1. Insert names of all nominees from the school on one form.
   2. Submit the list to the school or central office designee responsible for entering data
2. Data-entry Designee
   1. Enter student names into the SSWS system.
   2. Submit the report in SSWS to the superintendent or headmaster for approval.

School Name:

Nominee Information

| **Academy** | **First Name** | **Middle Name** | **Last Name** |
| --- | --- | --- | --- |
| **French** |  |  |  |
| **French** |  |  |  |
| **German** |  |  |  |
| **German** |  |  |  |
| **Japanese** |  |  |  |
| **Japanese** |  |  |  |
| **Latin** |  |  |  |
| **Latin** |  |  |  |
| **Spanish** |  |  |  |
| **Spanish** |  |  |  |

*NOTE: Do not send this form to VDOE. It is for your use in sharing information with the person at your school or division who will enter the names into the SSWS system.*

## Attachment D: Detailed Directions

### Directions for School-level 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 World 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.
3. **Share link to website and application portal** with interested students.
4. **Assist the student** in gathering the following information to assist in completing their application:

* Name and email address of current or most world language teacher
* Name and email address of second recommender
* Name and email address of person who will upload a copy of the student transcript
* Name and email address of the principal/headmaster or the designee who will approve or deny the nomination on behalf of the school

1. **Convene a school or local selection committee** if needed.
2. **Order testing codes and schedule a proctor to administer the test.** The school designee for each school may obtain a link to the order form for these items online starting in October from the [GWLA web page](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/world-language/world-language-academies/applications-for-world-language-academies). Please **order testing materials by no later than January 25, 2024**. Order test codes only for those students who have completed an application and whom the school will nominate.
3. **Administer the language tests.** All nominees (except for Japanese applicants with no experience in the language) must take and submit the proctored online test no later than **January 31, 2024.**
4. **Complete a *Cover Sheet*** with the names of all students the school will submit for nomination and submit this form by January 25, 2024 to the person responsible for entering the names in the SSWS system.Do not send this form to VDOE, the names must be entered by the school or division data entry designee.

**Note: 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.**

### Directions for Private School Designee

1. *For First Time or Change in Access Only:* Complete and submit a [*Request for SSWS Access*](https://virginiadoe.gov1.qualtrics.com/jfe/form/SV_e38njj7RDET4rtQ) and submit to Headmaster for signature. The link to this form is available on the [GWLA page of the VDOE website](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/world-language/world-language-academies/applications-for-world-language-academies).
2. Follow all directions in numbers 4 - 8 as listed below in the *Directions for School Division Central Office Designee*, and all items in the *Directions for the School-level Designee* in the previous section.

### Directions for 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. (Public Schools only) **Confirm participation** in the 2024 Governor’s World 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 process.
4. **Collect Cover Sheets from each school** with names of all local school nominees in time to allow for data entry and obtaining the Superintendent’s or Headmaster’s signature in advance of the submission postmark deadline.
5. **Enter data** from the cover sheets into the secure SSWS system. If this task has been delegated to the school department chairs, verify that all data have been entered by the internal deadline.
6. Once all data have 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 a copy of the Verification Report** for your records.
8. The Superintendent or Designee will receive a notification from the SSWS system that the Verification Report is ready for review. The Superintendent or Designee will submit the form electronically.