[**Governor’s World Language Academies**](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/world-language/world-language-academies)

**Student Application Planning Form**

| **Directions**  |
| --- |
| This optional form is available to assist students in gathering information needed to complete the Governor’s World Language Academies online application process. **Page 1: Gather names and emails.** * As you identify and request contact information, notify each collaborator that they will receive an email request from the Survey Monkey Apply system to complete their portion.
* If you do not know who to put for a section, ask your school counselor, gifted teacher, or world language department chair.

**Page 2: Review the state application deadlines**. Ask the school GWLA program coordinator to indicate if there are any earlier local deadlines. Record local deadlines in the last column on page 2. Each item should be completed as soon as possible and not wait until the deadline to ensure sufficient time to complete the process. |

School GWLA Program Coordinator (The person responsible for overseeing the program at your school. This could be a world language department chair, gifted teacher, or school counselor.

| **Full Name** | **Email address** |
| --- | --- |
|       |       |

Parent/guardian who will give permission for your application

| **Full Name** | **Email address** |
| --- | --- |
|       |       |

Current or most recent world language teacher

| **Full Name** | **Email address** |
| --- | --- |
|       |       |

Second recommender (content teacher, coach, scout leader, etc. but NOT a world language teacher)

| **Full Name** | **Email address** |
| --- | --- |
|       |       |

Person at the school who can upload transcripts (school counselor or data manager)

| **Full Name** | **Email address** |
| --- | --- |
|       |       |

School Principal or their designee for approving nominations\* (See important note below.)

| **Full Name** | **Email address** |
| --- | --- |
|       |       |

**\*Be sure to ask your school’s program coordinator if the principal will approve the nominations or if someone else should be listed here. To whom do you send your request for school nomination?**

**2024 Governor’s World Language Academies**

**Student Application Deadlines**

| **Task** | **State Deadline** | **Local Deadline** |
| --- | --- | --- |
| Review the [Guide for Students and Parent/Guardians](https://www.doe.virginia.gov/home/showpublisheddocument/32100/638047144490670000) | n/a | n/a |
| 1. Register on the Survey Monkey Apply Platform (Access link to platform through the VDOE Website linked above)
 | Jan. 5, 2024 |       |
| 1. Complete the eligibility quiz
 | Jan. 5, 2024 |       |
| 1. Gather names and emails needed to complete the application
 | Jan. 5, 2024 |       |
| 1. Notify School Program Coordinator of your intent to apply
 | Jan. 5, 2024 |       |
| 1. Complete Student Information Form
 | Jan. 8, 2024 |       |
| 1. Complete Student Application Questions
	* Items 1-4 above must be completed before this task can be started
 | Jan. 8, 2024 |       |
| 1. Send request to parent/guardian to complete application task
 | Jan. 8, 2024 |       |
| 1. Send two requests for recommendations
 | Jan. 8, 2024 |       |
| 1. Send request for transcripts to be uploaded
 | Jan. 8, 2024 |       |
| 1. Receive completed parent/guardian form, recommendations, and transcripts
 | Jan. 14, 2024 |       |
| 1. Request nomination from school
	* All previous tasks must be completed before you can request nomination from the school.
 | Jan. 16, 2024 |       |
| 1. Receive nomination response from school
 | Jan. 26, 2024 |       |
| 1. Schedule a date with the school to take the required language test and mark task as complete
	* Only applicants who are selected as a school nominee take the language test.
	* All nominees must complete the testing EXCEPT for Japanese applicants with no experience in Japanese.
 | Jan. 26, 2024 |       |
| 1. Submit completed online application
 | Jan. 31, 2024 |       |
| 1. Complete language testing
 | Jan. 31, 2024 |       |