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## SCHOOL COMPOSITE FORM

Please also read the **General Information** document. All nomination documents and online links can be found at [www.hendrix.edu/ags/nominationpacket/](http://www.hendrix.edu/ags/nominationpacket/). **All forms and documents related to the nominations must be submitted by Thursday, January 18, 2018.**

**Note:** Only students interested in and able to participate for the full six weeks should be nominated. AGS runs at the same time as many other valuable summer programs. Students who would prefer to participate in those programs should not be nominated. The withdrawal of selected students is inconvenient and may prevent a student who is committed to the program from being selected.

An appropriate school official should be appointed to be in charge of the school nomination process, from the development of the plan and distribution of information through the follow up with students and teachers and submission of appropriate materials to AGS. A knowledgeable and reliable contact person is crucial for a successful nomination process.

### **SUGGESTED PLAN FOR LOCAL SCHOOL NOMINATIONS:**

1. **Set a timeline** for the nomination process which allows for nominated students to have time to complete their forms before the deadline. Announce to all teachers, counselors, parents and students that nominations for Arkansas Governor's School are being accepted and make information available to those interested. This could take place in a junior class meeting or through the distribution of information through classes. Promotional materials are mailed to all Arkansas high schools describing AGS: brochures, FAQ sheets, flyers for posting, and a DVD video. This information, along with details regarding past programs, is available at [www.hendrix.edu/AGS/](http://www.hendrix.edu/AGS/). Schools may need to encourage qualified students to apply. Disadvantaged students may need to be counseled on the benefits of attending AGS. Some communities have found it helpful to seek the assistance of local churches and community groups in encouraging minority and disadvantaged students to apply.
2. **Compile a list of nominees** collected from the following:
  - a. A list compiled by counselors of students based on standardized test data
  - b. Nominations by teachers
  - c. Nominations from parents who believe their child is qualified and interested
  - d. Nominations from students who believe strongly that they are qualified
3. **Convene a screening committee.** The Department of Education encourages schools to establish a local screening committee, composed of at least three members, including a counselor and a person trained in the area of gifted and talented education. The committee may want to use the criteria listed in the application for selecting nominees. We strongly urge that the students write their essays and make them available for the committee's use along with multiple sources of data. Please bear in mind that traits other than academic success, such as creativity and leadership, have been found to be important qualifications for the Arkansas Governor's School.
4. **Prepare a list of students** for the **School Composite Form** not to exceed 10% of the total enrollment of the school's junior class. Schools with fewer than 50 junior class students may nominate a maximum of five students. Exceptions to this limit may be granted upon application to and approval by the Arkansas Department of Education Office of Gifted and Talented. (Contact Mary Kathryn Stein, Director, Office of

Gifted & Talented, Arkansas Department of Education, [mary.stein@arkansas.gov](mailto:mary.stein@arkansas.gov)). Only students who meet the qualifications should be nominated. It is imperative that personnel conduct a thorough search to seek out those students with outstanding ability or potential. To accomplish equitable demographic representation at the Arkansas Governor's School, local school personnel should see that the number of nominations submitted to the State Student Selection Committee reflects the school population.

5. **Notify students** they are or are not being nominated by the school for AGS.
6. **Ensure nominated students** complete the online **Student Application**. Both student and school checklists are available for use from our website at [www.hendrix.edu/ags/schoolresources/](http://www.hendrix.edu/ags/schoolresources/). You may wish to have students submit their application essays to you for approval. Students may apply in up to two (2) Area I disciplines. They will need one (1) **Teacher Recommendation** for each discipline they apply in. If they apply in an Area I Arts discipline, ensure they upload their **Student Audition Video(s)**. See the separate **Audition Instructions** for more information. It is recommended that a school official reviews and approves the video(s).
7. **Ensure** the necessary **Teacher Recommendation(s)** and **Counselor Recommendation(s)** are submitted online.
8. **Transcripts and Test Scores** – Public school and charter school students' transcripts and test scores will be automatically accessed, and do NOT need to be sent to AGS. Private school and home-schooled students' transcripts and test scores should be uploaded to a Dropbox folder. Please include your school name in the title of the folder. Share the folder with [mary.stein@arkansas.gov](mailto:mary.stein@arkansas.gov). All transcripts should be current.
9. **Complete and submit** the online **School Composite Form**. In addition to school demographic information, this form should list in alphabetical order each student nominated by the school and the Area I discipline(s) in which he or she is applying. This list can be prepared in a word processor or spreadsheet and then copied and pasted into the box on the form. School districts with more than one high school must submit one composite form per school.
10. **Schools will be notified** of the student selection results by Friday, March 16, 2018 or earlier.
11. **Accepted students** must submit their registration materials by Monday, April 16, 2018.