## DATA ENTRY COVER SHEET (Public and Private Schools)

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.*