



**COMMONWEALTH of VIRGINIA  
Department of Education**

December 16, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: *Governor's Foreign Language Academies: Seeking Nominations for Student Selection Committee***

Since 1987, the Virginia Department of Education (VDOE) has sponsored the *Governor's Foreign Language Academies*, summer residential programs for Virginia's most motivated and talented foreign language students. An important part of the selection process for the Academies is the review of student applications and language assessments by language professionals.

The VDOE is seeking nominations for individuals who are qualified and available to serve on the *Governor's Foreign Language Academies* Student Selection Committee. The committee will be comprised of five teams that will each be charged with the review of applications for the following languages: French, German, Spanish, Latin, and Japanese. Nominees should be teachers, content specialists, or other educators who are knowledgeable about the Academies and fluent in the selected target language.

Selected team members will be asked to review and rate applications and student assessments in the target language. Training on the rating rubric will be provided. Committee meetings will be held in the Williamsburg, Virginia, area from March 8-10, 2017. The VDOE will cover expenses for mileage, meals, and lodging related to the review process following approved state guidelines. All committee members may receive recertification points, pending the approval by their school divisions.

All individuals who wish to serve on one of the Student Selection Committees must submit a web-based application through the Instruction Committee Application Processing System (ICAPS). The application will require a professional reference and division approval. The procedure for submitting the web-based application is available at <https://p1pe.doe.virginia.gov/icaps>. Completed applications are due by January 20, 2017. Committee members will be notified by January 30, 2017. Committee members will be selected based on expertise and experience in the target language and balanced regional representation.

If you have questions about the *Governor's Foreign Language Academies* Student Selection Committee, please contact Dr. Lisa Harris, Specialist for Foreign Languages, Office of Humanities and Early Childhood, by email at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) or by telephone at (804) 225-3666.

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