



Tennessee Governor's Schools Nomination Guide for High School Faculty

General Information

The Tennessee Governor's Schools offer intensive learning experiences on postsecondary campuses to selected high school students prior to their 11th or 12th grade year. Each Governor's School takes place during the summer semester at a public university in the state of Tennessee. Nominations for the Tennessee Governor's Schools must be submitted by high school counselors, administrators, and/or teachers. Students who would like to participate in a challenging and high-intensity program in one of the eleven program areas should obtain application materials from high school administrators during the fall semester of their 10th or 11th grade year.

Each Governor's School's application review committee selects the students who are offered admission. Each Governor's School differs in acceptance criteria, program schedule, and participation requirements. For questions about a specific school, refer to that school's application packet or contact the program administrator directly. Contact information for each school is available [here](#).

Student Nomination Criteria

Though the admissions requirements and selection criteria vary between the programs, students who are invited to participate in a Tennessee Governor's School typically:

1. rank in the top 10 percent of their class in academic performance/capability;
2. display a high degree of motivation to participate in the school for the entire program;
3. possess the ability to manage a curriculum that stresses creative conceptual thinking;
4. express willingness to expend considerable time and effort in the content area selected; and
5. demonstrate emotional maturity and possess evidence of many characteristics and attributes of a high-performing student, such as:
 - curiosity as a keen observer; involved and able to thrive on complexity
 - ability to analyze, synthesize, and evaluate; sees new relationships; able to generate many alternatives; self-motivated
 - ability to learn quickly, easily, and efficiently; retains and uses information
 - ability to express himself/herself in writing, orally, and/or creatively
 - inquisitiveness; asks provocative questions
 - history of out-of-school learning experiences or projects

Due to the number of highly qualified applicants reviewed by each respective Governor's School, the selection committees place great weight on the written narratives and/or letters of recommendations from teachers, counselors, and administrators. While completion of the numerical evaluation of the applicant is helpful, the written narratives and/or letters of recommendation often serve as the key to the selection of a student. We strongly encourage providing a written narrative as a part of the *Student Achievement Information* form completed by counselors or administrators and that teachers include a written narrative as part of the *Teacher Recommendation* form.



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Preparing the Application

Application materials require input from students, parents, and multiple educators. Students are expected to complete student application materials and return them to the nominating school faculty member, who will mail the complete nomination packet and supporting documentation to the Governor's School office(s) of interest. Applications submitted directly by students will not be accepted.

Application Timeline

Applications will be released on Sept. 1, 2017, on the [Governor's Schools website](#). The application deadline is Dec. 1, 2017. Complete nomination packets must **be postmarked no later than Dec. 1**. School counselors and other high school faculty may set earlier submission deadlines to ensure that applications are submitted on time.

Required Application Information

A complete listing of application requirements is provided on page 3 of the application packet. Use the checklist to ensure application is complete and pages are arranged in the correct order. High school faculty nominating a student are required to complete the following steps:

1. Obtain a completed *Student Achievement* form from the student's school counselor or other school administrator who can verify the student's record. Provide official documentation of items such as class rank, class size, numerical test scores, etc. Please note that while PSAT, SAT, and ACT scores are not mandatory, high schools are strongly encouraged to include this information if available.
2. Include an official transcript indicating rigorous courses (honors, early postsecondary, etc.).
3. Obtain completed, confidential *Teacher Reference* forms from the teachers listed by the students on the application materials. Students are required to identify two teachers to complete these forms, which may include the high school faculty member nominating the student when applicable (see school-specific list). There is a space at the top of the *Teacher Reference* form to put the name of the high school faculty member to whom the form is to be returned. Additional letters of recommendation are acceptable.
4. Ensure that students applying to more than one Governor's School complete a separate application and essay questions for each school. All supporting documentation and application materials must be submitted separately to each Governor's School to which a student applies.



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Benefits of Governor's School Participation

State Distinction

According to [State Board of Education policy 2.103](#), students who participate in a Governor's School may be recognized with state distinction if the student also maintains at least a B grade point average. Local school board policy determines how students are recognized with state distinction. School counselors and administrators can confirm a student's successful completion of a Tennessee Governor's School by:

1. viewing a student's certificate of recognition, which will be awarded to the student upon program completion, or
2. verifying participation with the Governor's School to which the student was accepted.

Postsecondary Credit

Some Governor's School programs provide students with the opportunity to earn postsecondary credit through successful completion of the program. Earned credit requirements and transcription processes are determined by each Governor's School and respective university.

In the selection of students and faculty, the Tennessee Governor's Schools do not discriminate on the basis of race, color, national origin, sex, religion, or disability.