

The application to GSE is in three parts: an online form, a paper form, and a 60-second video uploaded to YouTube. Read the following directions carefully before proceeding.

The first step to applying to GSE is to be sure you meet the proper qualifications. Please click on the **Qualifications** link on the main GSE page. **NOTE: All parts of the application are to be submitted no later than February 28.** Part I asks for specific demographic information, and gives you the opportunity to answer a few questions on line. Once you have completed and submitted Part I, print the verification page, **fill in your name**, and make it **Page 1** of this packet. To print from the Windows environment, simply press CTRL-P; from the Apple environment, COMMAND-P.

1. **Part II**, the paper copy, requires signatures and initials of both you and a parent/guardian. Simply print it, fill in your name, and sign in the appropriate places.
2. Provide a letter of recommendation from one of your teachers as well as an official transcript. The teacher's letters should be submitted on school letterhead and typed using a 12-point Roman or Arial font. The use of fancy, italicized fonts is strongly discouraged. Writers should speak candidly about your work, skills, desire, strengths, and weaknesses, and the ability to work in groups. This letter shall be stapled directly after the transcript. Directions are page three of this document.
3. At least three weeks ahead of time, ask your principal for a letter of recommendation. This letter shall be the last page of your application. It needs be only a short letter, but principals are very busy and may have several letters to write for students for scholarships and other summer opportunities.
4. Please pay careful attention to the parent/student signature page. If you have questions about the residency and no-visitation requirements, you may direct them to Sherry.L.Keffer@wv.gov.
5. Complete the rest of the fillable form, print it and take it to your counselor **with the pages in order**. The counselor will attach the necessary school records, staple the application, and return it to you. Please remind your counselor that your Social Security number is NOT to be sent with your transcript. **It is your responsibility to mail the application.**

**Staple only. No paper clips, binders, photos or folders.**

My signature guarantees that I have read the instructions for applying and that I have submitted Part I on line.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Place the verification page that you printed when you submitted Part I on the top of this packet.**

Applicant's Name: \_\_\_\_\_

**2018 Governor's School of Entrepreneurship - Student Application Page 2**

I, the parent/guardian of \_\_\_\_\_, permit my son/daughter, if selected, to participate in the 2018 Governor's School of Entrepreneurship (GSE) at West Virginia University. I realize that transportation to and from the School of Entrepreneurship and spending money for personal expenses must be provided by the family of the participant. I further understand that if selected, he/she must abide by the rules and expectations set forth by the school, and that failure to participate in the programs or unwillingness to abide by the rules and expectation will be just cause for dismissal.

Signature of Parent or Guardian

Date

PLEASE READ AND INITIAL		
Student Initials	Parent/Guardian Initials	Assurances
		I understand that the GSE programs require concerted focus, preparation, and motivation from all participants. Participants are expected to demonstrate emotional maturity, self-discipline, and respect for self, others, the program, and the host institution.
		I understand that applicants will receive acceptance letters by early May. A list of accepted students will be posted on the website three days after the letters are mailed. Only those selected will be notified.
		I understand that the participants will be expected to follow the rules and expectations outlined in the 2018 Handbook as well as specific onsite instructions provided by the GSE dean.
		I understand that possession of tobacco, alcohol, non-prescription drugs and prescription drugs not prescribed for the participant will result in the participant's <b>immediate</b> dismissal from the program. If a student is dismissed, a parent or his/her appointee must pick the student up within 12 hours. A letter will be sent to the county superintendent of any expelled student.
		I certify that I am a resident of the State of West Virginia and that I attend school in West Virginia. This includes home-schooled, private and public-school students.
		I understand that failure to provide complete and accurate medical and prescription information may result in immediate dismissal from the program.
		I give permission to the Office of the Secretary of Education and the Arts to release my son/daughter's name, likeness and contact information to institutions recognizing or supporting scholarly efforts.
		I consent to my son/daughter's likeness, name, school, hometown and comments about GSE appearing in the public media, including newspapers, TV, radio and the Internet. Addresses (postal and email) and phone numbers may be printed in the Student Directory.
		I agree to lock in the dates June 25-July 15, 2018, and, if selected, will attend GSE in its entirety. If selected for another honor that would interrupt, GSE, I will choose between the two.
		I understand that GSE is a residential experience and that students will be involved in activities seven days a week. Although I may talk with my child on the telephone, I realize that I am not to visit.

PARENTS, READ AND THEN SIGN BELOW.

Student records and applications are kept in the Governor's Schools office at the Department of Education and the Arts except when it is necessary to take them off-site for review. The applications of the selected students and/or the data in an electronic format will be transferred to personnel at the Governor's School of Entrepreneurship. Every precaution is taken to safeguard student records, and there has not been an incident breaching student confidentiality. More stringent rules about maintaining privacy necessitate your agreement to this process.

I consent to my minor child's application to GSE being transported to another site for data entry and evaluation. In addition to personal statements and references, the application includes personal identity information, teacher and peer evaluations and a transcript of his/her grades. I understand that the selection committee will keep all information confidential.

PARENT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Although a specific grade-point average is not required, students seeking the college credit must have a transcript on hand. For that reason, we are asking that all students submit a copy of their official transcript (must have raised seal) with their applications.

## Teacher/Principal Recommendations

**Deadline for Submission—February 28, 2018**

You must submit an official transcript and letters of recommendation: one from a teacher and one from a principal in your school as stated on page 1.

The teachers who are writing your recommendation should fully address your qualities as a student, as a school citizen, and as a potential business leader as well as the qualities in the paragraph below.

The principal letter simply states that you are a school citizen in good standing with good attendance. If he/she wishes to add more, that is acceptable.

After the letters are returned to you, place them after your transcript.

The student evaluation/recommendation should be typed in 12-pt. type, preferably on school, business, or personal letterhead. It should discuss how the student demonstrates the following qualities: ability to work cooperatively and meaningfully in groups; openness to new and diverse situations; creativity; social maturity; independence of thought; self-direction; school citizenship; comparison to other students in your class this year; personal qualities that might make it easy/difficult for the named student to adjust to an intensive residential experience. Please give it to the student in a *sealed envelope* so that he/she can mail it with the rest of the packet.

### Tips and Suggestions

Let the person you ask know that this recommendation is important to you and what participation in this program would mean to you personally. When asking for a recommendation:

1. Please give the adult you ask **AMPLE** time to complete the recommendation.
2. Be sure to select adults who know your thinking skills and talents, and who are impressed with you personally.
3. When asking a teacher, select one who gives you detailed, written feedback on tests, papers, homework grades, reports, etc. These teachers are more likely to make an extra effort in completing your recommendation.

**ALL COMPLETED APPLICATIONS MUST BE POSTMARKED BY FEBRUARY 28, to**

Sherry Keffer, Director of Governor's Schools

Office of Secretary of Education and the Arts

The Culture Center

1900 Kanawha Boulevard, East

Charleston, WV 25305