



SCHOOL ENDORSEMENT FORM



SECTION I: The PRINCIPAL, GUIDANCE COUNSELOR, AND TEACHERS/HOMESCHOOL INSTRUCTORS should read **this section carefully** before completing Section III, IV, V and/or VI.

The applicant is requesting your endorsement of their application for admission to the Senate Page Leadership Program and appointment as a Senate Page with the Virginia General Assembly. FAQ resources for applicants and educators are available online: <http://viriniageneralassembly.gov> > click “Capitol Classroom” > click “Senate and House Page Programs.” **If you are not familiar with this program, please refer to the FAQ resources and call (804) 698-7410 with additional questions.**

- **Admission:** Applicants who receive admission to the program must have a full endorsement from their school. This program requires significant commitment, including the coordination of school assignments while the student is working on Capitol Square in Richmond, Virginia.
- **Program Schedule:** The legislature convenes for 46 calendar days in odd-numbered years and 60-calendar days in even-numbered years, beginning on the second Wednesday in January of each year.
- **Absenteeism from School:** If admitted for the 2018 legislative session, the applicant will be absent **January 8 – March 9**. Service to the legislature as a Senate Page is an excused absence from school. See Virginia Administrative Code: [8VAC20-110-40](#) and [8VAC20-110-50](#).
- **School Assignments:** It is the responsibility of pages and parents to coordinate with school personnel about the manner in which assignments will be completed. Please consider the following:
 - **Duties:** A Senate Page works Monday – Thursday, 8:15 a.m. – 5:00 p.m. Friday is a half day.
 - **Study Hall:** Monday – Thursday, 7:00 p.m. – 9:00 p.m., staffed by Richmond-area tutors.
 - **School Assignments:** Due to the nature of program requirements, it will be impossible for a page to complete the same level of work as students in a classroom. Assignments should be marked and/or divided into “priority” and “other” stacks on a weekly basis.
 - **Testing:** We strongly recommend test taking be scheduled on a Friday at school. Our staff will administer tests, if necessary, per the guidelines in our handbook and online FAQ guides.
 - **Coordinating Responsibility:** The parents of a Senate Page should schedule a meeting with the appropriate school personnel to determine a plan for handling schoolwork. Personnel with the Senate Clerk’s Office are not responsible for coordinating assignments, administering tests, etc.



SECTION II: The APPLICANT should complete **this section**. **PLEASE PRINT NEATLY.**

Mr. Miss First: _____ Middle: _____ Last: _____

Yes, I discussed my application for admission with my principal, guidance counselor and teachers.

Yes, I have full support from my principal, guidance counselor and the teachers from whom I would receive school assignments during the dates listed in **Section I**.

Yes, I understand a copy of my fall semester grades will be required if my application for admission to the program is accepted. **Further, I understand the offer of admission will be revoked if I do not have an A/B average.**

Applicant Signature: _____ Date: ____/____/____

Continue to page 2. Note: The applicant will scan page 1 and page 2 together as one .pdf (portable document file) for attachment to the Senate Leadership Program Application.



SECTION III: The APPLICANT should complete **this section**. **PLEASE PRINT NEATLY.**

Check this box if you are homeschooled, **and then proceed to section V and VI.**

School Mailing Address: _____

School Web Address: _____



SECTION IV: The GUIDANCE COUNSELOR should read **SECTION I**, complete **this section**, and return the form to the applicant for completion. **PLEASE PRINT NEATLY.**

Prefix: ___ First name: _____ Last name: _____

Telephone: (_____) _____ E-mail: _____

Fax number, if available: (_____) _____ Office hours: _____ a.m. - _____ p.m.

Yes, this applicant has a history of maintaining an A/B average throughout the previous year and is on track to have an A/B average at the end of the first grade reporting period.

Yes, this applicant would have the full support of this office during the dates listed in Section I.



SECTION V: The PRINCIPAL OR HEAD OF SCHOOL should read **SECTION I**, complete **this section**, and return the form to the applicant for completion. **PLEASE PRINT NEATLY.**

Prefix: ___ First name: _____ Last name: _____

Telephone: (_____) _____ E-mail: _____

Yes, I will contact the Senate Clerk's Office promptly if I receive indications from a teacher or guidance counselor that the page's schoolwork is suffering unduly during the 2018 session.

Yes, this applicant has a history of maintaining an A/B average throughout the previous year and is on track to have an A/B average at the end of the first grade reporting period.

Yes, this applicant would have the full support of this office during the dates listed in Section I.

Signature: _____ Date: ____/____/____



SECTION VI: ALL TEACHERS (or homeschool/homeschool co-op instructors) from whom the applicant receives assignments should read **SECTION I**, sign **this section**, and return the form to the applicant for completion. **PLEASE PRINT NEATLY.**

Teacher Prefix: ___ First name: _____ Last name: _____

Teacher Prefix: ___ First name: _____ Last name: _____

Teacher Prefix: ___ First name: _____ Last name: _____

Teacher Prefix: ___ First name: _____ Last name: _____

Teacher Prefix: ___ First name: _____ Last name: _____

Teacher Prefix: ___ First name: _____ Last name: _____