

The 2010 Martin W. Essex School for the Gifted

DISTRICT REPRESENTATIVE FORM

To be completed by the district representative in the nominated student's school district:

Admission into the Martin W. Essex School for the Gifted is very competitive; with students from across Ohio selected annually to participate in the School. Each district within the State is permitted to nominate and submit an application for one student per every 10,000 EBE, or fraction thereof, in the school district's jurisdiction. The district superintendent must authorize any application forwarded to the Essex School.

The Essex School requires that any submitting district designate a representative to coordinate the nominated student's application process, and –should the student be accepted– to assist with preparations for the Essex experience. **A district representative (e.g., coordinator of gifted programs, teacher of gifted students, building principal, school counselor, etc.) must complete, sign, and return this form to the district superintendent for inclusion in the student's application packet.**

I, the district representative supporting _____, agree to:
(nominated student)

1. *Coordinate the timely completion and collection of all forms comprising the application packet;*
2. *Serve as a contact person, both throughout the school year and during the summer weeks immediately preceding the program;*
3. *Receive copies of all information sent to the student from the Essex School, reinforcing pertinent deadlines;*
4. *Contact the student if he/she is selected as to ensure his/her presence at the School or to decline the invitation to participate in the event he/she cannot attend; and,*
5. *Ensure that the Essex School will be notified immediately should circumstance prevent the student from attending.*

District Representative Signature

Date

District Representative Information:

Name	
School District Name	
School/Building Name	
Office: Street	
City, State, Zip	
Telephone	
Summer, if applicable: Street	
City, State, Zip	
Telephone	
Email Address	

~District representative must include this form in student's application packet~