



## APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2018.** Please include this application form with electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).

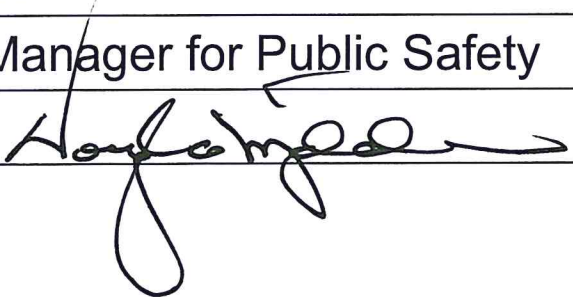
### PROGRAM INFORMATION

County: County of Henrico  
Program Title: Maggie Walker Governor's School: Remaking an Old-School Application Process  
Program Category: Information Technology

### CONTACT INFORMATION

Name: Victoria Davis  
Title: Management Specialist  
Department: County Manager's Office  
Telephone: 804-501-4276 Website: henrico.us  
Email: dav127@henrico.us

### SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Douglas Middleton  
Title: Deputy County Manager for Public Safety  
Signature: 

## **1. Program Overview**

Each year a subset of Henrico County Public Schools eighth-grade students is selected to apply to the Maggie Walker Governor's School. This elite public school, which draws students from 13 central Virginia localities, is a comprehensive, college preparatory program emphasizing government, international studies, science, math, languages, and fine arts. Around 1,400 Henrico County Public Schools (HCPS) students are invited to apply for admission. Each year, those students and their parents are notified by a mailed letter to obtain a 21-page handbook and eight-page application in person from their school counselor. The application requires the student's demographic and coursework information as well as include teacher recommendations before it can be returned to the school counselor. Once a counselor receives an application, the counselor forwards it to HCPS Office of Gifted Instruction for processing. An HCPS staff member then enters the applicant's demographic and coursework information into a database and submits the application package to Maggie Walker Governor's School for further processing and consideration. Once student selections are made, students are notified by letter from HCPS and the selected students are required to mail back a letter of intent to HCPS in order to attend the program. An online portal was eyed as a more efficient and cost-effective way to communicate with families and students about the application process.

## **2. Problem/Challenge/Situation Faced by Locality**

HCPS Office of Gifted Instruction faced difficulties with several tables required by the application process. Those included the large amounts of document copying and distribution, mailings, and data entry work. These tables were all manual and tedious, and they left room for error. There was also a cost involved with the copying and mailings. Costs included paper, printer toner, envelopes, labels, postage, and the staff time dedicated to data entry. The office was unable to confirm if the mailings arrived to the intended recipients, nor were they able to verify the number

of applications expected by the deadline. Staff members could only review at previous-year metrics to anticipate how much additional work was needed. Considerable staff time and effort was invested to manually enter information onto applications, and errors were inevitable. In addition, students and families were being asked to provide information that HCPS already had on file. The process was frustrating, inefficient, and time-consuming.

### **3. How Program Fulfilled Awards Criteria**

Henrico Schools' Office of Gifted Instruction worked with data integration specialists from the HCPS Operational Technology Office to accomplish the project, one which would be a useful solution to other localities with similar challenges.

What was a burdensome and inefficient process for HCPS staff and nearly 1,400 applicants to the Maggie Walker Governor School became efficient and far more manageable. Because of all the manual tasks involved the previous process was performed year-round. Using the online portal, staff members can now complete the process in a couple of months. The innovative solution to an old process allows them the time to focus on other areas of importance.

### **4. How Program Was Carried Out**

Because the process of applying to the Maggie Walker Governor School was so arduous, staff members set out to rethink and replace it with one that efficiently communicates with applicants and collects and delivers their data. Staff determined an online portal could allow the creation and distribution of application packets, including handbooks, supporting documents, and additional forms.

In order for a portal to function appropriately, student data would need to be imported into the form, so those fields would display student data in order to populate it with the demographic information already contained in HCPS student information system. This eliminated requesting redundant information from parents. An online portal would provide a more efficient and cost-effective way to communicate with families and students about the application process.

Henrico Schools' Office of Gifted Instruction worked with data integration specialists from the HCPS Operational Technology Office and identified the project's objectives:

- Reduce the use of costly supplies such paper and toner.
- Reduce mailing costs, including postage, envelopes, labels, and letterhead stationery.
- Eliminate manual entry of demographic data by both parents and HCPS staff members.
- Monitor and report the number of submitted applications prior to the deadline.
- Export applicant information.
- Import applicant information into the database.
- Report applicant status electronically.
- Collect applicant responses.
- Archive data electronically for metrics and reporting.

Discussions about the new process and deadline requirements yielded a timeline for the project's design and development. The team used an online forms tool called ZippSlip to create an online packet with the required forms as well as a description of expectations for families and students.

The design and development included the following areas: an analysis of the current process and a collection of requirements regarding needs and gaps; the design of the forms within the online

product; the development of the forms and application packet; testing the forms and the delivery of the data; implementation; and the export and import processes.

Development and implementation timeframe:

- December 2016 to February 2017: Analyze the current process and collect requirements.
- March to May 2017: Design Forms and delivery.
- June to August 2017: Develop and test forms and delivery.
- September to October 2017: Finalize testing and prep for implementation.
- October to November 2017: Notify selected families and students about the process through automated phone calls and emails.
- November 2017: Launch of the online application.
- December 2017 to January 2018: Remind selected families and students about the process through automated phone calls and emails.
- January 2018 - Export and import of applicants.

The beneficiaries of this new process included HCPS students and their families, the Office of Gifted Instruction, and the Maggie Walker Governor's School.

## **5. Financing and Staffing**

To make the project affordable, the team used a current resource to update the application process: ZippSlip, an online forms product HCPS already had, provides an online portal for an array of forms. It automates paper forms or manual transactions and streamline those processes. It is cost-effective since it can be used for different departments and project areas.

The team used another existing resource, SchoolMessenger to provide notifications and reminders. SchoolMessenger is a trusted platform for family, student, and community engagement.

Because the team used existing resources to move paper processes and manual communications to a more efficient, systematic and methodical approach, the program had essentially no cost. HCPS staff time was used in the development and execution of this program.

## **6. Program Results**

The HCPS Office of Gifted Instruction formed a partnership with data integration specialists in HCPS Department of Operational Technology. Together they developed a plan for creating and implementing an innovative process to accomplish the goals.

The project's achieved objectives and results are the following:

- Reduce the use of costly supplies such paper and toner.
  - *Accomplished through the creation of online applications and supporting documents.*
- Reduce mailing costs, including postage, envelopes, labels, and letterhead stationery.
  - *Accomplished through the use of an automated notification system.*
- Eliminate manual entry of demographic data by both parents and HCPS staff members.
  - *Results can now be reported through an online portal which can then be exported.*
- Monitor and report the number of submitted applications prior to the deadline.
  - *The online portal allows staff members to review the incoming applicants.*
- Export applicant information.

- *The online portal has a tool which gives users the ability to quickly export information in an Excel document, which can be quickly organized for import.*
- Import applicant information into the database.
  - *Information can be exported and easily imported to the database.*
- Report applicant status electronically.
  - *ZippSlip allows applicants to see a response status and allows them to either accept or decline the invitation to attend Maggie Walker Governor's School.*
- Collect applicant responses.
  - *ZippSlip allows applicants to see a response status and allows them to either accept or decline the invitation to attend Maggie Walker Governor's School.*
- Archive data electronically for metrics and reporting.
  - *Both ZippSlip and SchoolMessenger show a process history. This is important for viewing statistics and analyzing data.*

## **7. Brief Summary**

Each year a subset of Henrico County Public Schools eighth-grade students is selected to apply to the Maggie Walker Governor's School, an elite public school, which draws students from 13 central Virginia localities. Around 1,400 Henrico County Public Schools students are invited to apply for admission. The application process for families and Henrico Schools staff members was inefficient and laborious. Each year, those students and their parents are notified by a mailed letter to obtain a 21-page handbook and eight-page application in person from their school counselor. The application requires the student's demographic and coursework information as well as include teacher recommendations before it can be returned to the school counselor. Once a counselor receives an application, the counselor forwards it to HCPS Office of Gifted Instruction

for processing. An HCPS staff member then enters the applicant's demographic and coursework information into a database and submits the application package to Maggie Walker Governor's School for further processing and consideration. Once student selections are made, students are notified by letter from HCPS and the selected students are required to mail back a letter of intent to HCPS in order to attend the program.

An online portal was eyed as a more efficient and cost-effective way to communicate with families and students about the application process. Henrico Schools' Office of Gifted Instruction worked with data integration specialists from the HCPS Operational Technology Office and identified the project's objectives. Using existing resources, their innovative solution made a burdensome process more manageable and efficient.



# Maggie Walker Governor's School: Remaking an Old-School Application Process

**ZippSlip parent-form-view with general applicant information page:**

## Forms Packet: Maggie Walker Governor's School Application 2017

Child: Dae'Maya Alissa Adams

### Electronic Form : Maggie L. Walker Governor's School for Government and International Studies

*Some fields have been populated from the information stored in PowerSchool. Any field with a red asterisk is a required field and must be populated in order to submit the form. If you need to leave and return the to the application, any fields already populated or updated by you will be saved. Applications are given a status of incomplete unless you update all required fields, enter your 4 to 6 digit pin and submit the application.*

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#### ADMISSIONS

Applications are accepted from students during their eighth grade year of school. A student may only apply once. To be considered for admission, applicants must complete the admissions process according to the timeline established by the regional Planning Committee and published in the Admissions Handbook (PDF attached to this packet).

The parent/guardian of a student must have a primary established residence (where the student physically resides) in a participating school division for the student to apply and be granted admission to Maggie L. Walker Governor's School for Government and International Studies. Students will only be accepted through a participating school division and only on a full time basis.

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#### APPLICATION INSTRUCTIONS

The Admissions Handbook accompanies this application as a PDF. It gives detailed and specific information about the admissions process.

Complete and submit the application online by December 1, 2017. Applications will not be accepted after this date. Please note: you may start, submit and return to this application anytime during the application window. Once the application window has closed, the packet will no longer be accessible to you.

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#### RECOMMENDATIONS - FORMS IN PDF ATTACHED TO THIS APPLICATION PACKET

Recommendation A. Fill out the top of Recommendation A and give it to a seventh or eighth grade social studies or international language teacher

Recommendation B. Fill out the top of Recommendation B and give it to a teacher or another adult (not a relative) who knows your potential for

**ZippSlip Parent Form View with populated fields as well as fields updated by parent (fake student used for this screenshot):**

Student Name: **Dae'Maya Adams**

Preferred name:  
Erika

Student ID#: **9900000867**      Birthdate: **March 17, 2000**      Grade Level: **8**      Gender: **Female**

Home Address:  
5260 Harvest Glen DR Glen Allen Virginia 23059

Mailing Address: (enter only if different from home address)  
P.O. Box 11234, Henrico, VA 23199

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Student email: (please enter an email address)  
student@gmail.com

Primary Phone:  
(804) 716-1756

Contact 1 (Parent/Guardian) Name: Aaron, Theresa      Contact 1 (Parent/Guardian) Phone: (949) 246-9095      Contact 1 (Parent/Guardian) Email: aaron5260@comcast.net

Contact 2 (Parent/Guardian) Name: Aaron, Mark      Contact 2 (Parent/Guardian) Work Phone: (888) 888-8888      Contact 2 (Parent/Guardian) Email: parent@verizon.net

Zone Middle School: Brookland Middle School      Zone High School: Hermitage High School

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Current School Name: **Henrico Secondary Sandbox**

Current School Address:  
5901 Elko Road Sandston Virginia 23150

Principal or Headmaster Name: Dominique Friend      School Phone: (804) 328-4110

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Ethnicity: Is this student Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South American, Central American, or other Spanish culture or origin regardless of race)  
Yes

Race: What is the student's race? (required for all applicants)  
12 Asian AND White

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County of Residence (required):  
Henrico

ZippSlip administrator page (Allowed Office of Gifted Education to review numbers of applications):

ACTIVITY NAME	STAFF	CONSENT DEADLINE ▼	RESPONSE METRICS	STATUS
Maggie Walker Governor's S...	HenricoDistrict Admin	Sat, Dec 02, 2017 12:00 AM	558  1399	<b>Published</b> ▼

ZippSlip administrator page (Metrics supplied by product help with reporting applicant results. Example: Charts display number of students applying from each middle school as well as what high school those students are zoned to attend.):

Activity: Maggie Walker Governor's School  
Application 2017

Electronic Form: Maggie L. Walker Governor's  
School for Government and International Studies

