

*Excellence in education***March 2**

- Homeroom teachers distribute applications.
- If an application is given to a student who is NOT already on the SharePoint Spreadsheet, teachers **MUST** add them.

**March 3-31**

- Students and parents complete the Honor Code/contact information section of the packet (pages 1-3) and return it to their homeroom teacher. Students will hand out recommendation forms to teachers of their choice.
- Teachers complete recommendation forms and return them to the student's homeroom teacher, NOT to the student.
- Homeroom teachers check that all pages are completed/all signatures are present.
- Homeroom teachers collect and file completed applications and recommendations until the window closes.

**April-May**

- Homeroom teachers deliver **completed** applications to their grade-level Cambridge teacher (or Lead teacher in the case of 1st grade) in alphabetical order no earlier than March 31, 2020 and no later than Friday, April 3, 2020.
- Grade-level Cambridge teachers assemble the binder, then pass the completed binder up to the **next** grade-level Cambridge teacher to allow for impartial scoring. **Teachers should not score applications of students on their current grade level.**
- Cambridge teachers score the applications using the correct grade-band rubric and turn in the binder (with applications and scores) to Cambridge Coordinator by May 15, 2020.

## **Application Process for the Cambridge Program, Grades 2-8**