

Application for the *Writing to Win 2007*  
**Exemplary School of Writing**

*School* \_\_\_\_\_ *Date* \_\_\_\_\_

*District* \_\_\_\_\_

**Building Administrator applying** \_\_\_\_\_

**Day Phone** \_\_\_\_\_ **Fax Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Grade levels in your school** \_\_\_\_\_ (K-2, 3-5, 6-8, 9-12, K-12)



**Number of teachers responsible for writing**

**Process Writing**

**\*Journal Writing**

Self-contained classroom teachers

\_\_\_\_\_

\_\_\_\_\_

English / Language Arts teachers

\_\_\_\_\_

\_\_\_\_\_

Content Area Teachers

\_\_\_\_\_

\_\_\_\_\_

Special Education / ESL Teachers

\_\_\_\_\_

\_\_\_\_\_

**Note.** Special Education/ESL teachers must be included in this report when their students do not receive writing instruction from other teachers.

\*Regular, shorter writing completed as a routine for teaching and learning whether in a journal book or not.

\_\_\_\_\_ Number of teachers responsible for teaching process writing

\_\_\_\_\_ Number of teachers meeting seven or more process-writing standards

\_\_\_\_\_ Percent of teachers meeting seven or more process-writing standards

\_\_\_\_\_ Number of teachers responsible for using journal writing

\_\_\_\_\_ Number of teachers who help meet two or three journal writing standards

*More than one teacher may contribute to the regular, shorter writing experiences of students as learners*

\_\_\_\_\_ Percent of teachers meeting two or more journal-writing standards

**Declaration**

Since 80% of our teachers responsible for process writing and journal writing meet the required standards, I declare that \_\_\_\_\_ School qualifies as a 2007 *Writing to Win* Exemplary School of Writing.

**Completed Applications: Mail or fax with a random sampling of writing and checklists no later than June 1,**

\_\_\_\_\_  
Signature of person completing application

\_\_\_\_\_  
Signature of Building Principal

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**FOR FURTHER INQUIRES:**  
 EXEMPLARY SCHOOL OF WRITING  
 1231 FOUNDERS BOULEVARD  
 ATHENS, GA 30606  
 FAX: 706.543.6306  
 info@writingtowin.com

## *Exemplary School of Writing Sample Checklist*

Teacher/Grade Level Teacher who meets at least 9 of 11 standards Date \_\_\_\_\_

Evidence observed by \_\_\_\_\_ *Administrator's Name*

### JOURNAL WRITING

YES	NO	
_____	X	1. Students write daily entries that explain what they are learning across the curriculum; free writing, summary, critical-thinking strategy (such as <i>Writing to Win</i> journal writing).
_____	X	2. Teacher uses student entries to assess learning and guide further instruction.
X	_____	3. Students accept and enjoy short writing as a routine way of learning.

### PROCESS WRITING

A minimum of five *genres* of writing per year—such as narrative, informational, persuasive, response to literature, technical. *The teacher models each genre of writing using his/her own writing.*

YES	NO	
X	_____	1. Students write more than one first draft in a <i>genre</i> of writing. They use a <i>Writing to Win Word Bank/Advance Organizer</i> or other prewriting strategies that require <i>brainstorming</i> and <i>jot listing</i> . They store their first drafts in a writing portfolio. Students and teachers list titles of first drafts on a <i>Writing Cycle</i> page or create a similar page.
X	_____	2. One first draft per <i>genre</i> taken through each step of the writing process.
X	_____	3. Revision strategy followed as planned by teachers of the grade level.
X	_____	4. Proofreading strategy followed as planned by teachers of the grade level.
X	_____	5. <i>Final Evaluation Form</i> (or other approved rubric) for appropriate <i>genre</i> of writing completed on each student and final grade assigned.
_____	_____	6. Final draft of every student published (read by someone in addition to the teacher) as planned by teachers of the grade level.
_____	X	7. Students use research and technology to support writing (grades 1-12)
X	_____	8. Students accept and enjoy long process-writing projects.

**COMMENTS:** *All portfolios were complete and organized. You required all students to complete a Writing Cycle. Students added vivid details in revision. Good evidence that student pairs found 75% of errors in proofreading. Final evaluation rubrics completed by peers/teacher. Your students' display of their final drafts was attractive. Students seem to be catching on to the writing process. Keep writing along with your students. Journals show evidence of writing across the curriculum, and student entries explain their understanding of new vocabulary in various subjects.*

## Exemplary School of Writing Checklist

*Duplicate this page and complete with each participating teacher.*

Teacher/Grade Level \_\_\_\_\_ Date \_\_\_\_\_

Evidence observed by \_\_\_\_\_ *Administrator's Name*

### JOURNAL WRITING

**YES**            **NO**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Students write daily entries that explain what they are learning across the curriculum; free writing, summary, critical-thinking strategy (such as <i>Writing to Win</i> journal writing). |
| _____ | _____ | 2. Teacher uses entries to assess learning and guide further instruction.   |
| _____ | _____ | 3. Students accept and enjoy short writing as a routine way of learning.  |

### PROCESS WRITING

A minimum of five *genres* of writing per year—such as narrative, informational, persuasive, response to literature, technical. *The teacher models each genre of writing using his/her own writing.*

**YES**            **NO**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Students write more than one first draft in a <i>genre</i> of writing. They use a <i>Writing to Win Word Bank/Advance Organizer</i> or other prewriting strategies that require <i>brainstorming</i> and <i>jot listing</i> . They store their first drafts in a writing portfolio. Students and teachers list titles of first drafts on a <i>Writing Cycle</i> page or create a similar page. |
| _____ | _____ | 2. One first draft per <i>genre</i> taken through each step of the writing process.   |
| _____ | _____ | 3. Revision strategy followed as planned by teachers of the grade level.  |
| _____ | _____ | 4. Proofreading strategy followed as planned by teachers of the grade level.  |
| _____ | _____ | 5. <i>Final Evaluation Form</i> (or other approved rubric) for appropriate <i>genre</i> of writing completed on each student and final grade assigned.  |
| _____ | _____ | 6. Final draft of every student published (read by someone in addition to the teacher) as planned by teachers of the grade level.   |
| _____ | _____ | 7. Students use research and technology to support writing (grades 1-12)  |
| _____ | _____ | 8. Students accept and enjoy long process-writing projects.   |

**COMMENTS:**

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## Applying for the *Exemplary School of Writing* recognition

### Pacing Guidelines

#### Organization:

\_\_\_\_\_ Appoint a person at your school to oversee the application process.

#### Observation:

\_\_\_\_\_ Duplicate page three of this application for each teacher responsible for using writing as a way to learn in your school.

\_\_\_\_\_ Designate a person to complete the observation checklist on page three for each teacher. (February/March). *Suggestion: let page three become part of an administrator's required teacher observation in the second semester.*

#### Validation:

\_\_\_\_\_ From an alphabetical roster of faculty, select **every 5<sup>th</sup> teacher** as a random sample of checklists (from page 3) to validate your application for recognition. Fax/mail/email a copy of each: 706-543-6306, [info@writingtowin.com](mailto:info@writingtowin.com).

\_\_\_\_\_ Randomly select **one** example of a student's writing **from every 5<sup>th</sup> teacher's classroom** represented in the application.

\_\_\_\_\_ Include with your application, copies of your State Writing Assessment scores for the grade(s) applying for recognition.

\_\_\_\_\_ Prior to June 1<sup>st</sup> of this year, fax/mail the completed application to 1231 Founder's Blvd., Athens, Georgia 30606 (706) 543-6306.

#### Recognition:

*Exemplary Schools of Writing* for Georgia will be announced by August 1<sup>st</sup>, 2007 . When you receive announcement of your recognition,

\_\_\_\_\_ Contact your local media (newspaper, television) to announce this recognition using the press release template included with the announcement of recognition.

\_\_\_\_\_ Make arrangements to attend the GACIS annual conference in Athens to

a. accept the recognition

b. meet leaders of other *Exemplary Schools of Writing*

c. reap the rich benefits of the GACIS research-based presentations and educational vendors.