

School Nomination 2011-12

Submission Checklist

(Each school should fill in and **submit ONE Checklist only**)

1. Please complete **ONE** "Submission Checklist" and collect a separate set of signed "Declaration Statement" and supporting documents (e.g. a copy of school report) for **EACH** student nominee.
2. Please submit the assessment report and **Individualised Education Programme (IEP)** if the student nominee is **twice exceptional**.
3. Completed set of supporting documents should reach the Student Programmes and Services Division, the Hong Kong Academy for Gifted Education, Room E326, East Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong **by MAIL or in PERSON on or before 14 October 2011 (Friday)**. **Your nomination will not be considered if you fail to provide all the information as requested.**
4. For general enquiries, please contact Ms Yip on 3698 3500 or Mr Shing on 3698 3499.

Please nominate **via the "Online Nomination Platform"** and submit the following documents **by MAIL or in PERSON**.

SCHOOL – SUBMISSION OF THE CHECKLIST

- Completed Checklist endorsed with **School Principal's and School Coordinator's signatures** and school chop

EACH student nominee – Please submit the following documents and mark the **Nomination ID**, e.g. N0000001 **at the top right hand corner** of each document

(Please check the supporting documents provided by student nominee **before submission**):

- Declaration Statements signed by the parties below (The statement can be **downloaded from the Online Nomination Platform or confirmation email** after completing the nomination form online.)
 - * Nominating Officer (School teacher / School Social Worker / School Educational Psychologists)
 - * Student Nominee
 - * Parents / Legal Guardians (if applicable)
 - * Professionals (if applicable)
- A copy of the school reports in the past 2 academic years
- A copy of ALL reported public examination results, related honours, awards or other recognitions
- Psychological Report (if applicable)
- Individualised Education Programme / Emotional or behavioral report (if applicable)



List of student nominees

(Please circle the domain nominated. H: Humanities L: Leadership M: Mathematics S: Sciences)

Nominee's Name	Domain(s)
1.	H / L / M / S
2.	H / L / M / S
3.	H / L / M / S
4.	H / L / M / S
5.	H / L / M / S
6.	H / L / M / S
7.	H / L / M / S
8.	H / L / M / S
9.	H / L / M / S
10.	H / L / M / S
11.	H / L / M / S
12.	H / L / M / S
<p>Please fill in the names and nominated domain(s) of other nominees in this box if necessary</p>	

Particulars of School Coordinator

Name of School Coordinator: <i>*please delete as appropriate</i>	
Mr./Ms.* _____ (English)	(_____ 先生/女士*) (Chinese)
Post:	
Contact Tel. No.:	Email Address:

School Information

Name of School:	
(in English) _____	
(in Chinese) _____	
School Address:	
(in English) _____	
(in Chinese) _____	
School Contact No:	School Fax No.:
Signature of School Principal:	School Chop:

(Name of School Principal: _____)	
Date :	