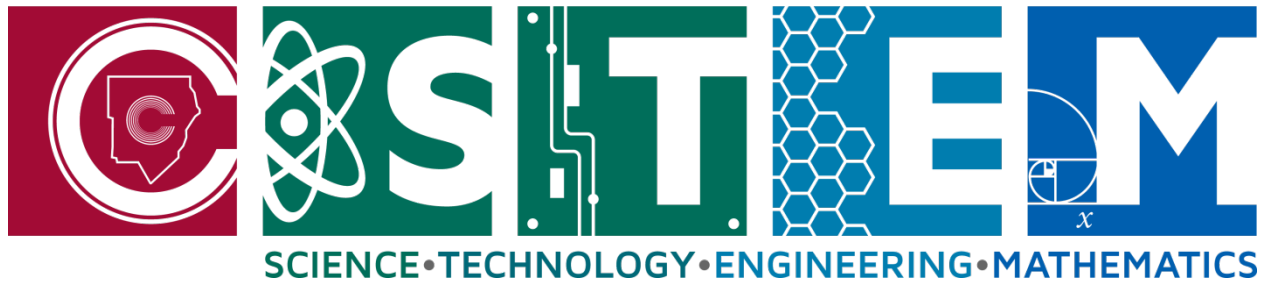


## COBB COUNTY SCHOOL DISTRICT



### CCSD Protocol for Seeking State STEM Certification

Please follow the steps, as outlined below, once you have made that determination that your school wants to seek program or school level STEM recognition from the GADOE:

1. Principal should establish contact with the C-STEM & Assessment Director, Ms. Melissa Morse.
2. The CCSD team (C-STEM) will have a member from the K-12 group go out to the school to discuss the STEM programming at the school and the motivating factors behind the application for state STEM recognition. Prior to the CCSD team visit, the school team should be very aware of the rubric from the Georgia DOE and the checklist that the CCSD team has developed. We recommend a self-analysis using the rubric.
3. After studying the state rubric, the local school C-STEM team should self-reflect and develop a clearly articulated plan of implementation. The C-STEM team will support the local school but it is the school team itself that drives the school's goal.
4. The school should schedule periodic check-in times with the CCSD C-STEM team, providing updates either in person or digitally. This affords the school an opportunity for feedback from the C-STEM team.
5. The local school should contact the CCSD C-STEM team at least six months before applying for certification. Once this contact has been established, discussions have taken place, and the CCSD team determines that the school has everything in place, the State STEM representative will be contacted by the CCSD team. The State representative will then come to the local school for a pre-application visit.
6. The pre-application visit will have representatives from the school, the State STEM representative and the CCSD C-STEM representative/s present at the meeting.
7. After the pre-application visit, the State STEM representative will provide feedback on what should be modified or considered. The CCSD C-STEM team will work with the local school to assist in implementing the recommended changes.
8. Once the suggested revisions have been made, the local school can officially apply for State STEM Certification. Once scheduled by the DOE, you will be visited by a team of experts in the STEM fields. They will use the rubric to make the determination to grant STEM Certification or ask for more revisions.