** Louisiana Student of the Year**

 **Logistics Memo**

**Welcome to the Louisiana Student of the Year Awards Program!** Below you will find all of the information you need to participate in this annual state competition. Please read the guidelines for selection of the candidates for grades 5, 8, and 12 on the state website.

1. Student Selection Information
2. Submission Information
3. Student of the Year Timeline
4. Portfolio Requirements and Submission Requirements
5. Student Application

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1. **Student Selection Information**

[**Louisiana Student of the Year Award Program Guidelines**](http://www.louisianabelieves.com/docs/awards/guidelines---students-of-the-year.pdf?sfvrsn=4)

* School systems should have written guidelines for student selection to be implemented uniformly at each school level. Procedures for resolving issues and disputes related to the selection of candidates should be included.
* Guidelines should be made available to the parents of students eligible to participate in the program.

**School to District Submission Guidelines**

* Every public and approved nonpublic school with students enrolled in grades 5, 8 or 12 may chose to recognize and nominate one student from these grade levels to participate in the District Competition.
* **Applicants must be:**

 Enrolled in Grades 5, 8, or 12

 Maintain a cumulative grade point average of 3.5

* Each school nominee will complete a district level portfolio and submit to the district committee.

**District to Region Submission Guidelines**

* The superintendent of each public school district may recommend one student from the nominees of district public schools and district-approved charter schools to their regional committee.
* Charter school and university lab school students are eligible to participate as representatives of their school in the school system in which the charter school is located.
* The superintendent of each diocese may recommend one nonpublic school student from the civil parishes

**Regional Selection Guidelines**

* One student (public and charter) will be chosen from each of the grade levels to represent their region. There are 5 regions.
* One student from each grade level will be chosen to represent the diocesan schools.

**2. Submission information**

The names of the students selected and their application portfolios must be received at the address below **no later March 25, 2014.**

 Marian Johnson, Program Coordinator

 Louisiana Department of Education

 Office of Content, Room 4-207

 P.O. Box 94064

 Baton Rouge, Louisiana 70804-9064

**3. Student of the Year Timeline**

**No later than February 14, 2014** Superintendents submit names of three nominees (one from grades 5, 8, and 12) to regional student selection committee chairperson. (The names of the regional chairpersons will be sent to the local coordinators at a later date.)

**February 17– March 21, 2014** Six regional student selection committees review (Monday) academic portfolios, conduct interviews, and administer writing samples to students.

**No later than March 25, 2014** Six regional committee chairpersons submit the names and portfolios of the three nominees (grades 5, 8, and 12) to the State selection committee via Mrs. Marian E. Johnson; Louisiana Department of Education; Elementary Standards; Post Office Box 94064; Baton Rouge, Louisiana 70804‐9064.

**March 26-30, 2014** The Louisiana Department of Education releases the names of the eighteen state nominees.

**April 15-16, 2014** The state selection committee reviews the academic portfolios of

 the eighteen regional nominees, conducts interviews with regional finalists, and administers the writing samples.

**April 16, 2014** The State Selection Committee names the Elementary School Student of the Year (grade 5), Middle/Junior High School Student of the Year (grade 8), and High School Student of the Year (grade 12).

**4. Portfolio Components**

Requirements include:

* The portfolio must be in a binder no larger than 11.5 X 11, shall not exceed twenty-five pages and should address only the items in the application.
* One page can be both back and front and a sleeve with pages front and back counts as one page.
* Information submitted must be no smaller than 12 point font.
* Points shall be deducted from the student's overall score if the portfolio exceeds twenty-five pages or if documentation is presented in a font smaller than 12 point.
* A copy of all supporting documents should be retained at the local level.
* Nothing can be added to nor removed from the portfolio that has been submitted to the district student achievement selection committee.
* Excessively decorated or over-sized portfolios are not encouraged.

 **School Submission to District**

* The student data application/ release form signed by the parent.
* A biographical sketch which may be typed or hand-written (see guidelines booklet).

This initial writing sample includes information such as family history, interests, career aspirations, etc. The students should be encouraged to address at least three or more issues that are important to them and that have had an influence on their lives. At the fifth grade level, teachers may wish to pose specific questions for the students to address.

* A photocopy of your cumulative record card or high school transcript, current semester, grades and a copy of your current statewide assessment scores and/or ACT, PSAT, or SAT scores
* Evidence of the student’s leadership ability, participation in activities, citizenship, and service involvement must be submitted on the application forms provided.

 **District Submission to Region**

* A complete portfolio

**Regional Submission to State**

* A complete portfolio
* The regional writing sample (a short, grade-appropriate composition)

**Interview**

* Students will be interviewed at the regional and state levels.

** Louisiana Student of the Year**

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**Student Data Application**

Directions:

1. This application must be typed.

2. Attach the following:

a. a photocopy of your cumulative record card or high school transcript, current semester grades, and a copy of your test scores;

b. a sample of your writing, according to the guidelines;

c. a current school photograph or similar kind of print.

3. Parent/guardian and candidate must sign this page of this application.

4. Submit the completed application portfolio to the local student achievement committee.

Applicant's Name Grade

 First Middle Last 5, 8, or 12

Home Telephone ( ) Cell Phone ( )

Home Address

City State Zip

Parent or Guardian’s name(s)

School Name

School Address

City State Zip

School Telephone ( ) Principal's Name

School District (LEA)

**PARENT OR GUARDIAN'S STATEMENT**: I hereby grant permission for my child to participate in the Louisiana Students of the Year Awards Program. I further authorize access and use of any school records necessary for this competition and the release of appropriate information about this competition concerning my child to the universities and to the news media.

Parent or Guardian's Name Typed (Signature)

**STUDENT'S STATEMENT**: I certify that the information on this application is correct and that all work submitted by me during this competition is indeed mine.

Date Applicant's Signature

**List of Leadership/Activities/Recognition & Awards**

**LEADERSHIP:** List all elected or appointed leadership positions held in the school and community. Only those positions in which you were directly responsible for directing or motivating others should be included: for example, elected student body, class, or club officer; committee chairperson; team captain; or community leader. **This section is to be completed by 8th and 12th grade students.**

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| **Leadership Position** | **Year** | **Activity or Organization** |
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**ACTIVITIES/SERVICE/CITIZENSHIP:** List all activities in which you have participated that demonstrate a contribution to the school or community: for example, Boy Scouts or Girl Scouts, volunteer groups, library or clerical volunteer without credit, peer model or leader in a substance abuse prevention program, clubs, teams, musical groups, etc.

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| --- | --- | --- |
| **Activity** | **Year**  | **Major Accomplishment** |
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**RECOGNITIONS AND AWARD:** List below any honors or recognitions that you have received to support your application for Student of the Year.

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