



SCHOLAR ATTITUDE

NOMINATION INSTRUCTIONS

BEFORE SUBMITTING A NOMINEE

- Schools may only nominate ONE 8th grade student per school year.
- The nominee must have participated in a minimum of one IESA sponsored activity during each year of their two-year junior high school tenure.
- Nominees must have a minimum 3.5 GPA on a 4.0 scale for BOTH their 7th and 8th grade school years.

Nomination Process - Step 1

Go to the IESA homepage at www.iesa.org, and click on **School & Officials Login** located at the top of the page.

On the next page, select your school name (city first) from the left-hand dropdown menu.

A school administrator should login using your school's administrative password. (**Note:** Your school's athletic or activity passwords will NOT allow access to the Scholar Attitude Nomination Form.)

Nomination Process - Step 2

The nomination form will be found in your school's Important Messages section. Scholar Attitude nominees should be submitted by the school's principal.

Important Messages

- **PRINCIPALS ONLY:** [Scholar Attitude Nomination Form](#)
- [Submit your Activity Participation/Fee information](#)
- [Indicate your emerging activities](#)
- [Submit a Good Sportsmanship Report](#)
- [Recommend an Official](#)



TROPHY WINNERS: Order replica trophies TODAY!

*If the nomination link does not display while nominees are still being accepted, check to make sure that the password used to login is the school administrative password.



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NOMINATION INSTRUCTIONS

Nomination Process - Step 3

The nomination form will outline the criteria and will ask for the student's name, their 7th and 8th grade GPAs, and a list of all IESA activities in which the student has participated during in those two school years.

PRINCIPALS ONLY: Scholar Attitude Award Nomination Form

The IESA Scholar Attitude Award will honor one student from each IESA Division. Each winner will be recognized at the IESA [Celebration of Excellence](#) in the spring.

- Only **ONE** nominee per school.
- The student must be of **8th Grade** status.
- The student must have demonstrated **outstanding citizenship** during their junior high school tenure.

Judging Criteria

A committee comprised of education personnel will evaluate the nominees using the following point system.

Academic Performance	25 points
Evaluation of Student Questionnaire	25 points
Evaluation of two Letters of Recommendation	15 points
Evaluation of Activity Participation, Achievement, and Citizenship Form	20 points
Evaluation of Sportsmanship Essay	15 points

Nomination Form

Nominee First Name

Nominee Last Name

The student must have a minimum GPA of 3.5 on a 4.0 scale for BOTH 7th and 8th grade school years.

7th Grade GPA

8th Grade GPA

The student must have participated in a minimum of **ONE IESA sponsored activity** during BOTH 7th and 8th grade school years.

7th Grade IESA Activities

8th Grade IESA Activities

Submit

After reviewing the criteria and entering the student's details, you will click "Submit".

If you are not directed to the next page, an error message will appear at the top of the page indicating what field needs to be corrected.

PRINCIPALS ONLY: Scholar Attitude Award Nomination Form

****ERROR: 7th GPA is a required field****

Once the error has been corrected, click "Submit" again to be shown the next steps.



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NOMINATION INSTRUCTIONS

Student Submission - Step 1

The next page will show a summary of the nomination information, as well as provide the login information for the student to use to submit their answers and upload the required files.

PRINCIPALS ONLY: ☐ **Scholar Attitude Award Nomination Form**

Thank you for your nomination.

DIVISION , **Principal**

This form will remain available through

Your Nomination

-
- 7th Grade GPA:
- 8th Grade GPA:
- 7th Activities:
- 8th Activities:

If you would like to amend this nomination, please contact the IESA Office.

Next Steps

- 1) Please **notify the student** of their nomination. The nominee will be required to submit a variety of documents to be eligible for consideration. Submissions will be taken online.
- 2) Forward this **URL, ID number and submission form Access Code** to the nominee so they can access the submission and photo upload forms:
 - <https://www.iesa.org/members/sca/>
 - Login ID:
 - Access Code:
- 3) Nominees will need to **submit the following** to the IESA:
 - **Online Individual Release/Agreement**
 - **Online Student Questionnaire**
 - **Online Activity Participation and Achievement Form**
 - **Upload Color Photo**, preferably nominee's head and shoulders, preferably from your school's picture day
 - **(PDF) Two letters of recommendation** from school staff, i.e., administrators, teachers, coaches, or other school staff with whom they have been in contact for a length of time during the school year
 - **(PDF) Academic Transcript**: 7th grade and year-to-date 8th grade report cards
 - **(PDF) Essay** titled "The Value of Sportsmanship and the Lessons I Have Learned from Participating in Athletics and Activities" (500 words or less)

The login information under item 2 will need to be given to the nominee for their use in answering short essay questions and uploading the necessary materials.

The nominee will use the URL, Login ID, and Access Code provided on this page to gain access to the page where they will submit their materials. This login information can be used by the nominee as frequently as needed to submit the required materials.



SCHOLAR ATTITUDE

SUBMISSION INSTRUCTIONS

Student Submission - Step 2

Once logged in, the nominee will be shown a list of the criteria.

Congratulations,

You have been nominated for the IESA Scholar Attitude Award.

The IESA Scholar Attitude Award will honor one student from each IESA Division. Each winner will be recognized at the IESA [Celebration of Excellence](#) in the spring.

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Evaluation of Sportsmanship Essay	15 points

Below the criteria portion is the submission portion. Nominees will click on each of the links for the required items and submit the necessary information.

Required Submissions

Please **complete each item listed below** to finalize the nomination process.

1. INDIVIDUAL RELEASE/AGREEMENT & PERSONAL INFORMATION Giving the IESA permission to use your photographs.	INCOMPLETE
2. STUDENT QUESTIONNAIRE	INCOMPLETE
3. ACTIVITY PARTICIPATION AND ACHIEVEMENT FORM	INCOMPLETE
4. UPLOAD COLOR PHOTO Preferably nominee's head and shoulders, preferably from your school's picture day	INCOMPLETE
5. (PDF) UPLOAD TWO LETTERS OF RECOMMENDATION From school staff, i.e., administrators, teachers, coaches, or other school staff with whom they have been in contact for a length of time during the school year	INCOMPLETE
6. (PDF) UPLOAD ACADEMIC TRANSCRIPT 7th grade and year-to-date 8th grade report cards	INCOMPLETE
7. (PDF) UPLOAD ESSAY Titled "The Value of Sportsmanship and the Lessons I Have Learned from Participating in Athletics and Activities" (500 words or less)	INCOMPLETE



SCHOLAR ATTITUDE

SUBMISSION INSTRUCTIONS

Student Submission - Step 3

The nominee must read and then provide confirmation of consent that they and their parents/guardians agree to the terms outlined in the release.

Release/Agreement

The undersigned each hereby grant and assign to the Illinois Elementary School Association (IESA) the right, title, and irrevocable authority and interest in and to the use of all photographs, videos or likenesses taken or obtained of the individual or group whose name appears in subparagraph 1 hereof or which the undersigned may supply to the IESA on behalf of the individual or group named in subparagraph 1 herein for whom the undersigned are authorized to grant this permission, authorization and assignment to the IESA:

1. Name of Individual or Group for and from whom permission and authorization is given:

Name of Individual	
Name of Group	IESA Scholar Attitude Award winners

2. Permission is granted to the IESA to:

- Copyright any photograph, likeness, video containing the likeness of individual or group named in subparagraph 1.
- To use, own, re-use, assign license, re-license, publish and re-publish the photograph, video likeness in any business or other manner including broadcast media and for any purpose authorized by the IESA Board of Directors at any time after the IESA obtains this permission and authorization.
- To use any and all answers on application in promotional material used by the IESA.

Such use shall include, but not be limited to, state finals programs, the IESA website, promotional materials, and any reuse or rebroadcast authorized or permitted by the IESA without limitation as to the number of years of such use, retransmission or republication.

The undersigned hereby release(s) and discharges(s) the IESA from any and all claims, actions, causes of action, suits or demands arising out of or in connection with the use by the IESA of any photographs, including videos or other reproduction of same containing the likeness of the individual or group whose name is set forth in subparagraph 1 hereof.

The IESA agrees that it will not use any photograph, video likeness or reproduction of said individual or group in any manner which would be inconsistent with the goals, purposes and objectives of the IESA.

Preferred First Name			
Preferred Pronouns			
Home Phone			
Home Email			
Home Address			
City		ZIP Code	
Date			
<input type="checkbox"/>	By checking this box, I certify that I, _____, and my parents and/or guardians hereby agree to the terms stated above.		
Update			

Once all fields are complete and the confirmation checkbox has been marked, the nominee will click “Update” to submit the release. If all fields were completed, the page will refresh, and a message will appear at the top of the page indicating the update was successful.

Release/Agreement

Update was successful.

The nominee can then return to the previous page to continue the submission process until all items are complete.



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SUBMISSION INSTRUCTIONS

Student Submission - Step 4

The Student Questionnaire and Activity Participation & Achievement portions each have a 2,000 character limit for each question/item. Students should limit their responses to one to two brief paragraphs.

It is recommended that nominees either prepare their answers before typing directly into this page or click “Update” frequently to save their progress, as if the page is left open for long periods of time, it could time out.

Student Questionnaire

Prepare your answers before starting to avoid timing out!

Each field has a limit of 2000 characters.

Activity Participation & Achievement

Prepare your answers before starting to avoid timing out!

Each field has a limit of 2000 characters.

Student Submission - Step 5

For the other portions of the application, the nominee will upload files directly under each category.

Student Photo

Photo file (JPG preferred) Choose File No file chosen Upload

The screen will update to indicate if the file has been successfully uploaded. At that point, the student may either upload another file (if necessary) or navigate back to the main submission page.

Student Photo

Files uploaded:
School Photo.jpg (763B)

Photo file (JPG preferred) Choose File No file chosen Upload

****Please note the following****

- For the student photo, JPG files are preferred.
- For the recommendation letters, transcripts, and student essay, PDF files are preferred.
- Whenever possible these formats should be used for uploads to ensure that our office is able to properly format the documents and redact identifying information in preparation for the judging.



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SUBMISSION INSTRUCTIONS

Student Submission - Step 6

As each item is completed, the page will update to indicate the submission of that item is complete. Once all items show "COMPLETE" on the right, the nominee will be done with material submissions.

Required Submissions	
Please complete each item listed below to finalize the nomination process.	
1. INDIVIDUAL RELEASE/AGREEMENT & PERSONAL INFORMATION Giving the IESA permission to use your photographs.	COMPLETE
2. STUDENT QUESTIONNAIRE	COMPLETE
3. ACTIVITY PARTICIPATION AND ACHIEVEMENT FORM	COMPLETE
4. UPLOAD COLOR PHOTO Preferably nominee's head and shoulders, preferably from your school's picture day	COMPLETE
5. (PDF) UPLOAD TWO LETTERS OF RECOMMENDATION From school staff, i.e., administrators, teachers, coaches, or other school staff with whom they have been in contact for a length of time during the school year	COMPLETE
6. (PDF) UPLOAD ACADEMIC TRANSCRIPT 7th grade and year-to-date 8th grade report cards	COMPLETE
7. (PDF) UPLOAD ESSAY Titled "The Value of Sportsmanship and the Lessons I Have Learned from Participating in Athletics and Activities" (500 words or less)	COMPLETE

Next Steps

****Note:** If any files were uploaded incorrectly and need to be replaced, please email the correct file(s) to Amanda Powell (amanda@iesa.org). In the email, please make sure to include the school name, the nominee's first and last name, and under what submission item the file is to be added.

Once the nomination period has closed, the IESA office will begin preparing the submitted materials for review by the judging panel. All identifying information will be redacted prior to the judging to ensure an unbiased evaluation.

After reviewing the applications, the judging panel will provide the IESA Administrator with the top 3 nominees in each division for final approval.

Upon approval, the winning schools will be notified that their nominee was selected and provided with next steps for preparation for the IESA's annual Celebration of Excellence in April.