

## Student of the Year Application Checklist

**To maintain a fair and consistent selection process,  
the following guidelines should be followed:**

- ☐ All pages of the application must be typed.
- ☐ Only the requested information should be included in the application.
- ☐ Application should include one picture (no larger than 5x7) of the candidate. This picture should be clipped to the application. **Please copy the picture for each application.**
- ☐ Awards, certificates, etc. should **not** be submitted at this level of the selection process. The school should maintain all supporting documents. Parish winners will be required to submit this information for regional and state competition.
- ☐ The Academic Achievement form must be completed by the school counselor and approved by the principal. **Please ensure the Principal and Counselor signatures are included.**
- ☐ High School candidates must include a transcript.
- ☐ High School applications must include ACT Scores.
- ☐ The C&I Department will assist parish level winners in compiling a complete portfolio to be submitted to regional competition.
- ☐ All Applications & Writing Samples must be submitted to the appropriate C & I High School Department **by Wednesday, October 30<sup>th</sup>**. Applications should be submitted with the **original application and photo plus 5 additional copies.**

If you have any questions, please contact:

High School.....Angela Trahan..... 217-4160 ext. 1304