Orange County Department of Education
Educational and Student Services Division

# ORANGE COUNTY ACADEMIC DECATHLON

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County Superintendent of Schools

## School Registration Checklist

Please review this checklist to ensure you have completed all required registration components by the deadlines indicated.

**Registration Materials – Deadline is November 12, 2026**

**Online Forms:**

- ☐ **Team Roster**
- ☐ **Student Registration** (ensure all Decathletes have submitted the form)

**Paperwork:**

- ☐ **Signed Parent/Guardian Consent Form** (required for each Decathlete)
  - Digital signatures NOT accepted
- ☐ **Official High School Transcript** (required for all Decathletes)
  - Must be signed or stamped by a school counselor and dated after September 1, 2026
- ☐ **Completed GPA Calculation Worksheet** (as necessary)
- ☐ **Signed Proctor Affidavit Form** (for all test proctors)

**Choose one of the three options below to submit registration paperwork. All paperwork should be submitted in the same order Decathletes are listed on the Team Roster:**

1. **Through the secure Academic Events Teacher Upload Form:** https://transfer.ocde.us/form/AcademicEventsTeacherUploadForm
   - All scanned paperwork must be submitted as clear and legible PDFs. Do not upload pictures/image files.
   - Do not email registration paperwork.
2. **By U.S. mail**: Orange County Department of Education, ATTN: Kristin Rigby – Redhill, 200 Kalmus Drive, Costa Mesa, CA 92626
3. **By inter-district mail:** OCDE #94 - ATTN: Kristin Rigby, Redhill

☐ **Fee Form** – Must submit completed form with purchase order (or check) by the Change Deadline on **December 10, 2026**. Staff will invoice schools after the Drop Deadline on January 7, 2027.

☐ **Volunteer** – Each school must recruit at least one adult volunteer for the competition by January 14, 2027. Volunteers must register at www.ocde.us/decathlon (click on "Volunteer Information").

**Coaches are encouraged to keep copies of all registration paperwork.**
**For questions or more information, contact Kayla Marolt, Academic Events**
**(714) 966-4471| OCAD@ocde.us | www.ocde.us/decathlon.**