

**To:** Secondary School Principals and Guidance Directors  
**From:** Selection Committee, The Indianapolis Star & IASP Academic All-Stars Program  
**Re:** Nomination Form for the 2012 Indiana Academic All-Stars  
**Date:** December 1, 2011

The Indianapolis Star and Indiana Association of School Principals are proud to sponsor the 2012 Indianapolis Star Academic All-Star program.

In this letter you will find instructions for nominating your Academic All-Star candidate and directions for downloading the nomination form and an Excel document for Academic Calculation scoring. **PLEASE READ THIS LETTER CAREFULLY. The nomination deadline is Feb. 3, 2012.**

1. Five regions have been created in the state. (See Academic All-Star map for your region.)  
<http://www.iasp.org/iace/AllStarRegionMap.html>
2. Within the five regions, nominees will compete in two enrollment classes: Class 1 is schools with enrollments of more than 611 students (612+); Class 2 is schools with enrollments of up to and including 611.
3. The selection committee will be made up of representatives from all five regions.
4. As many as, or a maximum of 90 Regional honorees will be selected as follows:
  - a. Up to 18 from each region based on the number of applicants from each region.
  - b. Of the 18 from each region, 9 will be selected from Class 1 and 9 from Class 2.
5. Those Regional honorees will then compete for selection as one of the 40 Academic All-Stars. Indiana Academic All-Star students will be recognized at the awards luncheon on April 13. Regional honorees will also be recognized for their selection.
6. The 40 Academic All-Stars will be selected as follows:
  - a. 15 from the Class 1 Regional honorees
  - b. 15 from the Class 2 Regional honorees
  - c. 10 at-large from all Regional honorees
7. Other potential award opportunities may include:
  - a. Citizenship Scholarship – Recipients must display outstanding community involvement and leadership. This will be judged based on information provided on page 4 of nomination form.
  - b. Minority Achievement Scholarship – one non-white student will be awarded a scholarship based on leadership, especially in the minority community, and overall community involvement. Check box on page 5 of nomination form must be marked to be considered, if eligible.
8. (2) Influential Educator Award winners, one from Class 1 and one from Class 2. Selection will be based on the student nominees' essays on the individual who has had the greatest influence on their school careers.

(2) Distinguished Teacher Award winners, one from the Humanities and one from the Sciences. Selection will be based on the student nominees' essays on the individual who has had the greatest influence on their school careers.

**Please note that only one student nomination is accepted from each accredited high school.**

The same considerations used to determine the 40 All-Stars should be used to determine your nominee. The Academic All-Stars are chosen on the basis of their academic accomplishments. Their selection will be based on the following considerations and in the priority listed:

- The score derived from a mathematical formula combining the grade-point average for seven semesters and the SAT/ACT composite score.
- Academic courses.
- Academic achievement.
- Extracurricular activities related to academics.
- Nonacademic extracurricular activities.
- Community service and involvement.

A committee of educators and civic leaders will meet in March to select the Regional honorees and the 40 All-Stars.

The Committee will notify the Regional honorees, including the 40 Academic All-Stars, of their selection mid-March. The Academic All-Stars, their parents and school representatives will be honored at an awards ceremony on Wednesday, April 11, 2012. The remaining Regional honorees also will be recognized for their selection.

**KEEP THESE INSTRUCTIONS TO USE WITH THE NOMINATION FORM.**

**Please carefully read the instructions below before completing the nomination form.**

1. **Print the nomination form from the Indiana Association of School Principals' web site: [www.iasp.org/dspallstars.aspx](http://www.iasp.org/dspallstars.aspx)**
2. To nominate a student, complete all parts of the Nomination Form following the instructions provided. **Parts 1 and 3** are to be completed by you or your designee. **Part 2** is to be completed by the nominee.
3. Complete Grade Point Average form (excel document) located on web site, [www.iasp.org/dspallstars.aspx](http://www.iasp.org/dspallstars.aspx). This form must be completed by school official and emailed to [dabel@iasp.org](mailto:dabel@iasp.org). In subject line of email put student name and school.
4. Enclose an **official transcript** of the nominee's grades and an **official verification of the SAT and/or ACT score(s)** (photocopies on school transcript are acceptable). Only nominees whose transcript and SAT/ACT verification have been enclosed with the completed nomination form will be considered.
5. Enclose **two quality photographs** of the nominee. Senior pictures work best. Photographs must be no smaller than wallet size. Please print the nominee's name and school in permanent ink on the back. Paper clip photos to the form with the photos side facing down to prevent scratches. The photos will be used by The Star, if the nominee is selected. Photos will not be returned.

### ***Nomination Form Instructions***

**School Enrollment.** Include only those full-time students enrolled in grades 9 through 12 as reported to the Indiana Department of Education in the fall of 2011.

Enrollment Classification. The Selection Committee chooses up to 45 Regional honorees from Class 1 schools, which have enrollments of 612 students and more. Up to another 45 Regional honorees are selected from Class 2 schools, which have enrollments of 611 students and less. Classification will be noted when your form is received.

**Grade-Point Average.** Use Excel form available at [www.iasp.org/dspallstars.aspx](http://www.iasp.org/dspallstars.aspx)

- 1. For these purposes, a 4.0 grade point average is the highest GPA possible.**
2. Only those grades dating from the beginning of Grade 9 to the end of the first semester of Grade 12 are to be used.
3. Grades from ALL classes (grades 9 – 12) should be used in completing the excel document.
4. Incomplete or pass/fail grades are not to be used. Once a grade has been given to remove an “incomplete,” that grade should be used.
5. If a failing grade has been received, the “F” is to be counted, even though no credit was received. If a course has been failed and repeated, both grades are to be counted.
6. University or college courses are to be included in determining the GPA only if high school credit has been given and listed on the official school transcript.
7. A grade, regardless of whether it is classified as honors, regular or remedial, should be counted at the face value of the grade indicated on the official transcript. The letter grade shown on the transcript should be used, regardless of whether + (plus) or – (minus) is included.
- 8. A 4.0 scale is used to compute the GPA with 4.0 being the highest GPA possible. The following guidelines are used for the 4.0 scale: A = 4 points, B = 3 points, C = 2 points, D = 1 point. Any grade below a D receives no value.**
9. Only letter grades are used. If the transcript shows a letter grade with the numerical equivalent, ignore the numerical equivalent and use only the letter grade. For numerical grades, use the following conversion scale: 100 to 93 = A or 4 points; 92 to 85 = B or 3 points; 84 to 77 = C or 2 points; 76 to 70 = D or 1 point; and 69 and below = 0 points.
10. Enter the number of credit hours received for each class listed. **Only use the guide below.** *NOTE – All credit hours will convert to fractions in the worksheet, but please input them as follows:*
  - 1.00 credit hours would be a full year grade.*
  - 0.50 credit hours would be a half year grade.*
  - 1/3 credit hours would be a trimester grade. **Be sure to type in trimester course credit as 1/3 and NOT as a decimal.** The formula will convert it into the appropriate number for calculation. .25 credit hours would be a quarter year grade.*

11. **SAT Scores.** The SAT composite score can be computed from verbal, mathematics and writing scores earned on different tests, but you must provide verification of all scores

**ACT Scores.** The ACT score may be used instead of the SAT score.

**Student Information.** Include information relating to the nominee's school career in grades 9 through 12. Please follow the instructions on the nomination form for each portion of the Student Information.

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If you have questions regarding selection of your nominee or the nomination form, please contact Indiana Association of School Principals at 317.891.9900, ext. 241 or 220.

**Your nomination packet** (nomination form, grade transcript, SAT/ACT verification, two photos and student essay) **must be received by or postmarked no later than Friday, Feb. 3, 2012**. A postage meter label does not serve as a postmark. **Excel worksheet must also be emailed no later than Friday, Feb. 3rd**

**If the application is hand delivered, it must be received no later than 4:00 p.m. Friday, Feb. 3, 2012, at 11025 East 25<sup>th</sup> St., Indianapolis, IN, 46229.**