



Indiana Association of School Principals

www.iasp.org

To: **Junior Division Indiana Academic Spell Bowl Participants**

Re: Site Assignment and Registration Form for Tuesday, October 25th Competition
(And other information you need to know)

Fr: Kyle Harrop

Principal Services

Assessment Center
Awards & Recognitions
Business/Community Partnerships
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Conferences
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Art Contest
Cheerleading Competitions (ICA)
Day at the Legislature
Kids Caring & Sharing
Principal for a Day
Indiana Academic All-Stars
Coaches Conferences

Welcome to the Indiana Academic Spell Bowl! **Attached you will find:**

- **Host site assignment sheet** containing the host address, telephone number, fax number, and a list of all participating schools.

Online, you can find:

- **Online Team roster form instructions-** On September 15, a team roster form was posted on <http://www.iasp.org/dspspellbowl.aspx>. Each participating school must enter the names of their participating students, and electronically submit the form by October 9, 2011
- **Proctor Instructions:** It is extremely important that your proctor be familiar with these instructions before the competition.

This year's words are taken from the 8 page list posted on our website in May. We have posted a list of errors on that list online at <http://www.iasp.org/dspspellbowl.aspx>. Coaches should become familiar with those corrections, and understand NONE of the words on the correction list will be used in the 2011 competition.

If you submit your form with an incomplete list of students or coaches, or incorrect information, it may be possible, depending on your personal computer settings, to return to the form to make additional corrections/changes. If your computer/server does not allow you to edit what was already submitted, you may begin a new roster and we will take the last one submitted as your official roster. You will NOT receive a response after submitting your form, but please rest easy knowing the online submission form is VERY reliable and captures information as you are moving through the form (it does not wait until the end to save your submitted information). We will, however, remind those who have not submitted a roster a few days before the deadline.

You will be receiving a letter or email message from your host site detailing local arrangements. Registration will begin at 4:45 p.m. with the coaches/proctors meeting at 5:15. The competition will begin at 6:00 p.m. (local time) and will last approximately 2 hours. Your host will have a copy of your Team Roster Form at the registration table to verify your team members' names. The team roster form will then be placed with your school's answer sheet packet and given to the appropriate proctor. Your competing team members will sign in with the proctor when they take their turn to spell.

Each school must provide a proctor and a student assistant. (The student assistant can be an alternate team member.) The student will help the adult proctor from your school by turning the scoring-flip charts of another school. **A \$25 FINE WILL BE CHARGED TO A TEAM THAT DOES NOT FURNISH A PROCTOR, PAYABLE TO YOUR HOST SITE.**

The number of State qualifiers will be 30 schools. Qualifiers are determined by a percentage of the participants within each classification. Based on the number of entries, the following numbers of schools will qualify for the State Finals:

Junior Division (209 Schools)		
Class 1	60 schools	9 qualifiers
Class 2	43 schools	7 qualifiers
Class 3	53 schools	7 qualifiers
Class 4	53 schools	7 qualifiers

Results: Results and State Finalists will be available on our website by 12:00 – Wednesday, October 26.

I hope your Spell Bowl experience is challenging, exciting, and rewarding. **Good Luck!**