



**2020 NJHS Outstanding  
Achievement Award  
Webinar for Parents and  
Students**

**January 15, 2020**

# NJHS Outstanding Achievement Award (OAA)

- Application process opened on January 8, 2020.
- The OAA was established in 2015.
- This award recognizes 500 of the highest-achieving middle level students for their dedication to the pillars of NJHS. Each recipient receives a \$500 college savings fund account.
- This program is supported by the parent organization of NJHS, the National Association of Secondary School Principals (NASSP)

# NJHS OAA Important Dates

**January 8**

## **Applications process opens**

- ☐ *Applicants will need to create an NJHS Student Account*
- ☐ *Adviser verification is required to start application.*

**March 11**  
**5:00 p.m. Pacific Time**

## **Deadline for applications**

- ☐ *Students should double-check their submission*
- ☐ *Students should confirm that their adviser, recommender and parent consent forms have been completed **PRIOR TO** the deadline.*

**May 2020**

**Students, parents and advisers notified by email.**

# Student Member Verification

Student applicants must be **verified** as an NJHS student member by their adviser to access the application:

- Student applicants will need to create an account at <https://www.njhs.us/studentaccount> and follow directions to make sure they add themselves to the correct school chapter roster.
- Advisers will need to verify their NJHS student members by checking a box in the roster once they create an account.
- Student applicants will then be able to use their NJHS account credentials to login and begin the NJHS OAA application.

# Student Account Creation Tips

Follow these troubleshooting tips to help create your NJHS Student Account:

- Don't create more than one account. If you encounter any issues, email [OAA@NJHS.us](mailto:OAA@NJHS.us) for assistance first.
- Select 'NJHS Student' as your "Role" in the drop down menu. If you select 'other' or another role, you will not have access to the NJHS OAA application.
- **Be sure to select the correct school** (i.e. Smith Middle School and not Smith High School.) If your adviser has provided the school affiliation number, just enter that and select your state (or country if outside of the U.S.) Do not enter the city.

# NJHS OAA Application Guides



## 2020 NJHS Outstanding Achievement Award Application Process Overview

The application process for the NJHS Outstanding Achievement Award (OAA) opens on **Wednesday, January 8, 2020 and closes at 5:00 p.m. (PT) on Wednesday, March 11, 2020**.

### About the NJHS OAA

This award recognizes 500 of the highest-achieving middle level students for their dedication to the pillars of NJHS. Each recipient receives a \$500 college savings fund account, program-managed by Invesco as part of the New Mexico Education Trust Board's 529 college savings plan: The Education Plan.

This program is supported by the parent organization of NJHS, the National Association of Secondary School Principals (NASSP).

### Eligibility

Applicants must meet the following criteria:

- A member of NJHS in good standing
- Attends a school with an active chapter of NJHS

### Getting Started

Each applicant must be verified as a member by their school's NJHS adviser. To do so, they must create an online NJHS student account.

If a student is under age 13:

- Parent consent is required to create an account on the NJHS website. This consent is provided via a **COPPA Parental Consent Form**. This form needs to be submitted to NASSP in order for the student account to be created.
- Allow one to two business days for processing after receipt of the form.

• Parents, students, and advisers will receive an email confirming receipt of the form and the creation of the student's NJHS account. This email will contain a password that can be used to log in to the NJHS OAA application portal.

If a student is age 13 or older:

- Students can create an account without submitting the COPPA form.
- Students will receive an email confirming receipt of their account. The NJHS adviser will also receive a daily email containing a list of members who have created accounts.



## 2020 NJHS Outstanding Achievement Award Adviser Guide

This year's NJHS Outstanding Achievement Award (OAA) scholarship application process includes several new features for advisers and student applicants:

1. NJHS student members must now apply directly for the award. [Previously, students were nominated by their adviser.]
2. NJHS student members must be first verified as a student member to gain access to the application.
3. The application requires adviser certification (replaces previous nomination form) and parent consent. Additionally, a recommendation is required for the application.

### What are the application dates and deadlines for the 2020 application process?

- Application process opens: **Wednesday, January 8, 2020, 5:00 a.m. (PT)**
- Application process closes: **Wednesday, March 11, 2020, 5:00 p.m. (PT)**
- Notification: **Late April/early May 2020**

### How to Apply

#### NJHS student verification

NJHS members can now create a student profile on the NJHS website at [www.njhs.us/studentaccount](http://www.njhs.us/studentaccount). NJHS membership is verified by the NJHS adviser on record for a local chapter. Advisers can see their roster when they log in to their account at [www.njhs.us/oaaccount](http://www.njhs.us/oaaccount). NJHS student members who have been verified will then be able to use their online account credentials to access the scholarship application. The application link will be posted during the application period at [www.njhs.us/oa](http://www.njhs.us/oa).

Easy step-by-step instructions for students creating accounts and advisers verifying accounts is available here at [www.njhs.us/studentaccount](http://www.njhs.us/studentaccount).

#### Eligibility for NJHS OAA

Applicant must be:

- Enrolled at a school with an active chapter of NJHS
- An NJHS member in good standing



## 2020 NJHS Outstanding Achievement Award Student/Parent Application Guide

### How to Apply

1. NJHS members must first create an online student account at [www.njhs.us/studentaccount](http://www.njhs.us/studentaccount)

2. Advisers will be notified when NJHS members create accounts. Advisers must log in and verify that the student is a member of the NJHS chapter at the indicated school.

3. On January 8, NJHS members in good standing should visit [www.njhs.us/oa](http://www.njhs.us/oa) to access the application.

4. Note: NJHS members will be prompted to sign in with their account credentials to access it. Students with unverified accounts will not be able to access the application and should not log in to the scholarship portal.

5. The student's account information will automatically populate the Profile field section of the application. If correct, click "save" to be returned to the homepage. The profile section should show as complete.

6. Note: To change or update profile information, (i.e. spelling of your name, email address, etc.) email [OAA@njhs.us](mailto:OAA@njhs.us). Student members do not need to contact the national office to change school data (i.e. school id, phone number or school type.)

7. To begin an application, click "Get Started." This brings students to the student application.

8. Use the provided checklist to track your progress in the application process.

9. Important note: Each time the student logs into the application, the Profile will refresh and update (including verification/school details should they have changed). Applicants must confirm Profile details and save the profile before continuing on with their application, even if nothing has changed.

10. Before starting your application, complete the requests for parent consent, adviser certification, and a recommender. This will allow these three individuals adequate time to complete their steps for your application. For each of these individuals, the student must enter their full name and email address. An automatic request with a unique link connected to the student's application account will be sent to the email addresses provided. Be sure to confirm their email addresses before sending. Applications are not complete without these requests, so they should be sent well ahead of the March 11 deadline.



## 2020 NJHS Outstanding Achievement Award Recommender Guide

Recommendations are due by 5 p.m. (PT), Wednesday, March 11, 2020

Thank you for agreeing to serve as a recommender for the NJHS Outstanding Achievement Award (OAA) application process. A recommender may be a faculty member at the student's school, a counselor, coach, club sponsor, mentor, or community member who can speak to the applicant's demonstration of and commitment to service, leadership, character, and citizenship. NJHS advisers and parents may NOT submit a recommendation. NJHS advisers are required to complete the Adviser Certification Form.

### How to Get Started

Applicants are required to request a recommendation form for the OAA by entering the recommender's full name and email address. As a recommender, you will receive an automated recommendation request email when the student has completed this step. Along with a certification from the applicant's NJHS adviser and parent consent form, your recommendation is required for the student's application to be considered complete and eligible for review. The deadline for recommendation form submissions is **5 p.m. (PT), Wednesday, March 11, 2020**.

### How to Complete the Recommendation Form for the OAA


To start your recommendation, click on or copy & paste the link in the email. Be sure to save the email that contains the unique link to complete the requested recommendation for the applicant. You will be asked to respond to a series of short-answer questions and provide ratings assessing the applicant. We are looking for recommenders to provide an evaluation of the student's character, leadership, and service as observed by you in your professional or leadership capacity as well as information which may not be obtained by the student submission.


Additional materials or form letters are not accepted for the OAA. All recommendation content must be entered in the form provided for the applicant.


Once you have completed your recommendation, click "submit." The applicant will be able to see that the recommendation is complete but will not see the contents of your submission. **Please inform the applicant that you have completed your recommendation.**

<https://www.njhs.us/students/the-njhs-outstanding-achievement-award/>

# NJHS OAA Checklist for Students and Parents



 **NJHS Outstanding Achievement Award**  
1976 Achievement Award  
Reston, VA 20191-1537  
703.860.0200 • Fax: 703.476.5432

 **NASSP**  
National Association  
of Secondary School Principals  
NJHS is a program of NASSP

## NJHS Outstanding Achievement Award Application Process Checklist

Outstanding Achievement Award (OAA) applicants and parents: Please use this checklist to track your progress in completing and submitting your NJHS OAA application. **This checklist is NOT part of your application. Do not submit this form to the NJHS national office.**

All parts of the application must be received by **5:00 p.m. (PT) on Wednesday, March 11.**

When starting your application, submit the parent, adviser, and recommendation requests before completing the student information/activity section to give those individuals time to submit their forms. They can submit their forms at any time before the deadline.

My account username is: \_\_\_\_\_

My password is: \_\_\_\_\_

My NJHS adviser's name is: \_\_\_\_\_

My NJHS adviser's email address is: \_\_\_\_\_

My parent/guardian's email address is: \_\_\_\_\_

My recommender is: \_\_\_\_\_

My recommender's email address is: \_\_\_\_\_

### NJHS OAA Application Checklist:

☐ I have submitted the parent consent request.

☐ I have submitted the adviser certification request.

☐ I have submitted the recommendation request.

☐ I have completed my student activity section of my application.

☐ My application shows as complete, and I have clicked "submit" to submit my application.

(Click submit even if the adults haven't completed their portions. You must click "submit" for your application to be accepted.)

### Follow Up:

☐ My parent has completed the Parent Consent Form.

☐ My adviser has completed the Adviser Certification Form.

☐ My recommender, \_\_\_\_\_ (name), has completed their Recommendation Form

**This checklist is NOT part of your application. Do not submit this form to the NJHS national office.**

Questions? Email us at [OAA@njhs.us](mailto:OAA@njhs.us)

<https://www.njhs.us/advisers/the-njhs-outstanding-achievement-award/>

# Parents: Complete the Parent Consent Form



## Parent Request

In order to complete this form, please complete all required fields.

When you are ready to submit this section, please click the blue "Save" button at the bottom of the page.

Once you have clicked "Save" you will be redirected to the Submission Page.

DO NOT open this form in two separate windows. You may lose your work.

Parent Name \*

Your child has started the NJHS Outstanding Achievement Award application. Please read the following statement below and confirm your consent for your child to continue their application to be considered for the NJHS Outstanding Achievement Award.

I grant my consent for my student to provide the necessary information needed to complete the application process for the NJHS Outstanding Achievement Award. I understand that application for the award is voluntary and that the application must be completed by the student applicant. I further understand that NASSP's national office operates and manages the award and maintains confidentiality of applicant information and the selection process. Local chapters of NJHS do not participate in selection of the NJHS Outstanding Achievement Award recipients.

Please confirm that you have read the above statement and confirm consent for your child to continue their application to the award \*

Submit



# Asking for Recommendations

Helping  
your  
students

- Don't assume you'll get a favorable or excellent recommendation.
- Request recommendations with confidence.
- Ask, "Would you be willing to write a positive recommendation on my behalf for this important scholarship?"
- Ask specifically if your teacher, principal, adviser, needs further information from you to write a positive recommendation on your behalf.
- Ask people who know you well to review your applications and essays. Ask, "does this sound like me?"

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Live Q&A

# Finding Answers

For assistance during the  
NJHS OAA application process:

OAA Frequently Asked Questions

<https://www.njhs.us/students/the-njhs-outstanding-achievement-award/outstanding-achievement-award-faq/>



**Email: OAA@njhs.us**