

# Application Process Overview



## APPLICATION PROCESS OPENS:

Tuesday, January 12, 2021

## APPLICATION PROCESS CLOSES:

Tuesday, March 16, 2021,  
5:00 p.m. (ET)

## 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 Ascensus 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, enrolled in grades 6–8 or ninth grade if the ninth grade is part of a combination middle level/high school.
- Attends a school with an active chapter of NJHS.
- Past winners are not eligible to apply.
- Members of NHS (grades 10-12) are not eligible to apply.

## 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. Email [njhs@njhs.us](mailto:njhs@njhs.us) with any questions regarding the COPPA 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. Note: The parent email and student email on the form must be different.



### 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.

## Membership Verification

- NJHS advisers will receive a daily email containing a list of members awaiting verification. Advisers should receive this email by 10:00 p.m. (ET) each day. However, advisers may log in via [njhs.us/account](https://www.njhs.us/account) at any time to view the chapter roster and verify members.
- NJHS advisers log in to their NJHS account ([www.njhs.us/account](https://www.njhs.us/account)) and verify each member by placing a check mark next to their name and then pressing the “verify” button at the bottom of the roster.
- Members will receive an email notifying them that their NJHS membership has been verified. They can then log in to the application portal.

**IMPORTANT:** Student members who have NOT been verified will not be able to access the online application and should not log in to the application portal at any time before verification. The chapter **MUST** be currently affiliated with NJHS in order for a member to access the application.

## How to Apply

When the application opens on January 12, 2021, student applicants can access the link by going to [www.njhs.us/oa](https://www.njhs.us/oa).

- NJHS student account holders will be prompted to log in to the NJHS OAA account using their NJHS account credentials.
- Applicants who have not been verified online by their NJHS adviser will not be able to access the application. If the school is not active, the student also will not be able to access the application.
- If the following fields are marked ‘yes’, the member may proceed to the application: **Adviser Verified and NJHS Active Chapter.**
- Contact [OAA@njhs.us](mailto:OAA@njhs.us) if either field is marked ‘no.’

## The Application

The entire application process must be completed online.

The student application has **four** required components. All components must be completed in their entirety by the designated deadlines in order to be considered complete and eligible for consideration.

- Student section: This also includes the adviser certification request, parent consent request, and the recommendation request. **These requests must be submitted in order to submit the application.**
- Parent Consent form: This second consent is required for the student’s application to be considered. This is different than consent for the student account on the NJHS website.



- Adviser Certification Form: This certification form differs from account verification, and certifies the member's good standing in the chapter.
- Recommendation Form: This recommendation form must be completed by an individual who can speak to applicant's demonstration of and commitment to the pillars of NJHS. This person is not the NJHS adviser, and cannot be a parent/relative.

All of the above must be submitted by **5:00 p.m. (ET), Tuesday, March 16, 2021.**

Students and parents can track their progress by using the provided checklist.

## Selection

NASSP, the parent organization of NJHS, reviews completed applications with assistance from a national panel of education experts. The pillars of the NJHS—scholarship, service, leadership, character, and citizenship—are the selection criteria for reviewing applications. The scholarship application provides applicants an opportunity to share their demonstration of the pillars as well as their commitment to the values of NJHS.

**Please refer to the user-specific guides below for more information about the process:**

- NJHS OAA Student/Parent Applicant Guide
- NJHS Adviser Guide
- NJHS OAA Recommender Guide