



## **ACADEMIC RECORD FORM INSTRUCTIONS**

### **TO THE PARTICIPANT**

1. Fill out the top of the "Academic Record Form" with your name, program name (if not filled in by the program), and have your parent/guardian sign to approve the release of your transcript.
2. In the "Academic Extracurriculars" section enter any activities you participate in, outside of the classroom, that has a SIGNIFICANT LEARNING COMPONENT. A learning component is research, competitive testing, or a public presentation. Examples of common Academic Extracurriculars that qualify include, but are not limited to: an academic team, Science or Social Studies Fair, newspaper or yearbook staff, Speech/Debate Team, Academic Decathlon, Model United Nations, Mock Trial, etc. Also, participation in club competitions qualify, such as subject matter tests, extemporaneous speaking competitions, and team competitions. **\*\*IF YOU ARE UNSURE IF AN ACTIVITY QUALIFIES, EXPLAIN ON THE BACK OF THE FORM WHAT PARTICIPATION INVOLVES, SO THAT IT CAN BE DETERMINED BY THE SCHOLASTIC JUDGE.**
  - a. Membership in clubs, a position you are elected to, or an award/honor or any class that is listed on your transcript DO NOT qualify. Examples of non-qualifying entries are: a class, a club (example: Key Club or Spanish Club), a student government position, an honor group (like National Honor Society or Mu Alpha Theta).
  - b. Competitive events for a non-eligible club or honorary described in (a) above do qualify but must be listed as such. Examples would be: "Beta Convention History Subject Test", "4-H Animal Science Symposium presenter", or "FCCLA STAR Events Food and Nutrition Competition"
  - c. You can enter up to 4 extracurriculars. This section is worth up to 3 points toward your overall Scholastics score.
3. Meet with your school Counselor or Registrar. Give them this letter and the Academic Form to complete and submit.

### **TO THE COUNSELOR / REGISTRAR**

As part of this student's participation in the Distinguished Young Women scholarship program, we need your assistance in compiling their academic information. Please use the directions below:

1. Complete the included "Academic Record Form".
2. Include a copy of the student's high school transcript.
3. Provide the student's standardized test scores, if not found on transcript.
4. If no submission details are included at the bottom of the "Academic Record Form", please seal the Academic Record form, transcript and standardized tests cores in an envelope and sign across the flap of the envelope.
5. Please return to the student within 5 business days.

Thank you for your time and assistance.



Program Name \_\_\_\_\_

Only the location portion of the name.

### ACADEMIC RECORD FORM

Participant \_\_\_\_\_ Phone Number \_\_\_\_\_

Parent/Guardian name approving this request \_\_\_\_\_

#### Academic Extracurriculars (to be filled out by participant):

The student can list up to 4 Academic Extracurricular activities. These activities must contain a SIGNIFICANT LEARNING COMPONENT--see full explanation in Instructions. Do not include academic awards. Do not include activities in the performing arts (i.e. band, choir, drama, fine arts, etc.). Please write out full name of each activity and do not use acronyms.\***Explain on back of this form why a particular activity would qualify if you are uncertain.**

\_\_\_\_\_  
\_\_\_\_\_

#### TO BE COMPLETED BY A SCHOOL OFFICIAL

**Provide your grading scale:** (Example: A = 91 - 100; B = 83 - 90, etc.)

A = \_\_\_\_\_ B = \_\_\_\_\_ C = \_\_\_\_\_ D = \_\_\_\_\_ F = \_\_\_\_\_

#### Schedule Information:

Is this student taking (or took previously) the highest available course for their grade level in each subject area below. This is limited to courses available on the school grounds unless it is for Dual Enrollment. Other college courses offered off-site should not be considered.

English  Yes  No      Mathematics  Yes  No      Social Studies  Yes  No  
Science  Yes  No      Foreign Language  Yes  No

#### College Courses:

List any courses the student has taken at the college level. Please check (x) if the student received Dual Enrollment (DE) credit for the course. **\*If student has taken more than four, please list others on back.**

Course \_\_\_\_\_      Course \_\_\_\_\_  
College \_\_\_\_\_      College \_\_\_\_\_  
Course Grade \_\_\_\_\_ Date \_\_\_\_\_ DE \_\_\_\_\_      Course Grade \_\_\_\_\_ Date \_\_\_\_\_ DE \_\_\_\_\_  
Course \_\_\_\_\_      Course \_\_\_\_\_  
College \_\_\_\_\_      College \_\_\_\_\_  
Course Grade \_\_\_\_\_ Date \_\_\_\_\_ DE \_\_\_\_\_      Course Grade \_\_\_\_\_ Date \_\_\_\_\_ DE \_\_\_\_\_

#### Please print or type school information:

Name of School \_\_\_\_\_  
Address \_\_\_\_\_  
School Official Name \_\_\_\_\_ Phone \_\_\_\_\_  
Signature \_\_\_\_\_

By signing, you verify that this information on the form is accurate.

**\*\* Submit this form along with the student's Official Transcript and Standardized Test Scores.**

**Submission method:**  Return in sealed envelope to student  Email Barb@DistinguishedYW.org

Fax \_\_\_\_\_  Mail Barb Burja N84W14389 Menomonee Avenue, Menomonee Falls, WI 53051-3251

**DEADLINE:** \_\_\_\_\_