

NJHS Application Checklist

A **completed** application must be submitted by no later than Monday, May 21st for consideration. It is the students responsibility to make sure everything has been completed/submitted. If an application is incomplete on May 21st at 3:00 pm, that students information **will not** be passed on to the committee for consideration.

Students will need to log onto the PVMS website, click on the student information tab and locate NJHS. On that page you will find the link to the machform application with short response, along with a copy of teacher recommendation forms and the hours sheet in case the student loses theirs.

- _____ 1. Completed online student activity form/application by **no later than Monday, May 21st**.
- _____ 2. Typed Short Response (included in online application):
Please check for spelling, grammar and sentence structure. Submitted by **no later than Monday, May 21st**.
- _____ 3. Teacher Recommendations:
Obtain 3 Teacher Recommendation forms from current teachers. Two (2) of these teachers must teach a core subject area (individuals & societies, math, science, Language & Literature). Completed recommendation forms will be placed in Mrs. Fuqua's mailbox by the teacher **no later than Monday, May 21st**. It is the students responsibility to ensure that teachers are given enough time to complete the forms, if given at the last minute there is no guarantee the teacher will have enough time to complete the forms on time.
- _____ 4. Summer Community Service Hours:
You must complete 10 community service hours over the summer and complete the form included. This form then must be uploaded and emailed to Mrs. Fuqua not later than **Friday, August 10th by 3:00 pm**. Please be sure the image is legible before sending it. Your application is considered incomplete if these hours are not submitted by Friday, August 10th by 3:00 pm.