



## **New Information and Procedures!**

### **The 2011-12 NASSP/Herff Jones Principal's Leadership Award (PLA)**

#### **Scholarship Program Nomination Form Procedures**

The NASSP/Herff Jones Principal's Leadership Award (PLA) scholarship program is now fully administered online. Information gathered on the nomination form, the counselor or adviser's verification and signature plus the principal's recommendation and signature will all be submitted electronically through the ISTS Web site. Schools will no longer be required to mail the nomination form. In addition, Herff Jones has waived the \$6 processing fee for all schools. The deadline to submit nominations online is **December 2, 2011**.

High school principals or their designees may nominate one senior per school to compete.

Please give a copy of these new procedures to your school's administrator and nominee.

#### **Students:**

- Go to: [aim.applyists.net/PLA](http://aim.applyists.net/PLA)
- Create an account using your e-mail address and a password
- Complete the nomination form
- You may return to the site at any time until the deadline (December 2, 2011) with your e-mail address and password to make changes to your nomination form
- Review the completed form for accuracy, and sign it electronically
- On the recommendations tab, enter the name and e-mail address of your adviser or counselor for the corresponding verification and electronic signature request. This will send an e-mail to your counselor or adviser from ISTS, Inc. with instructions and a code to complete the verification for you and sign the form.
- Enter the name and e-mail address of your principal under the corresponding recommendation and electronic signature request. This will send an e-mail to your principal from ISTS, Inc. with instructions and a code to complete the recommendation for you and sign the form.

#### **Advisers or Counselors:**

- Once the student has filled out the recommendations tab on the nomination form, an e-mail will be sent to you from ISTS, Inc. that will include instructions and a supplement code (your verification and signature is a supplement to the student's nomination form). You must first create an account with your e-mail address and a password then enter the supplement code in the supplement code box.
- Follow the instructions to certify that you have reviewed the student's responses and that they are correct, insofar as the official school records indicate.
- Electronically sign the student's nomination form to complete the verification requirement.

#### **Principals:**

- Once the student has filled out the recommendations tab on the form, an e-mail will be sent to you from ISTS, Inc. That e-mail will include instructions and a supplement code (your recommendation is a supplement to the student's nomination form). Follow the instructions by going to the Web site link and using the code given. You must first create an account with your e-mail address and a password. Enter the supplement code in the supplement code box.
- Provide your recommendation in the space provided.
- Review the nomination form for accuracy and confirm that it has been signed by the student, the school counselor or adviser, and electronically sign the form to complete the process.

**Deadline to submit nominations online is December 2, 2011.**

**Call Center/Help Line:** If you experience any problems with the online process or have questions, please call ISTS at **615-320-3149** or **877-525-8491**.