



## The 2009-10 Principal's Leadership Award (PLA) Scholarship Program Student and Principal Nomination Form Instructions

The PLA scholarship program is a nomination process. High school principals or their designees may nominate one senior per school to compete. Please give a copy of these procedures to your nominee. When your student provides you with a copy of the completed nomination form, attach your recommendation, sign as required, prepare a check for \$6 to cover the processing fee and postmark the materials by the December 4, 2009, deadline to Principal's Leadership Award, c/o International Scholarship & Tuition Services, P.O. Box 24605, Nashville, TN 37202-2605.

**Students:** Please read all instructions below prior to beginning the nomination form process.

- Using Internet Explorer go to [www.applyists.net](http://www.applyists.net). To begin the process, (1) click "APPLY or Update A New Application"; (2) click #1 "I need a AIN"; (3) complete requested data and click "Request an AIN" - this number will automatically be sent to you via your e-mail; (4) log in using **PLA** as the access key and with your AIN number and name. Follow on-screen instructions to complete the nomination form. Using your AIN number and the **PLA** access key will enable you to return to the nomination form to make changes at any time. Note: The form must be completed online but cannot be *submitted* online.
- Print the completed form, review the form for accuracy then sign the form and obtain the signature of your counselor or teacher. Should you need to make any corrections to your nomination form you can return to [www.applyists.net](http://www.applyists.net) and log in using your AIN number and the access key of **PLA**.
- Provide the completed nomination form to your principal for completion of the nomination process. Your principal is required to write a recommendation and insert it on page four of the printed nomination form, sign the form in the space provided and mail the nomination form to ISTS.

**Principals:** Please complete the process outlined below:

- The principal is required to write a recommendation and insert this information on page 4 of the student's Nomination Form as well as sign the form in the space provided.
- Review the nomination form for accuracy and verify that all three signatures have been obtained: (a) the student signs and verifies the information, (b) the school counselor or adviser signs and certifies the information and (c) the principal must sign and verify the recommendation and nomination of this student.
- Obtain the \$6 check made out to ISTS/Principal's Leadership Award (include the name of the student and high school on the check). We recommend the school cover this fee.
- Mail all materials together (the nomination form and the \$6 check) and postmark by December 4, 2009, to: Principal's Leadership Award, c/o International Scholarship & Tuition Services, Inc., P.O. Box 24605, Nashville, TN 37202-4605. Do not send these materials to NASSP.

**Postmark Deadline:** Postmark the nomination materials by **December 4, 2009**.

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