



EDUCATION SUPPORT MINISTRY

Pastor's High School Honor Roll Guidelines

and

Student Contact Data Form for School Year 2017-2018

1st Report Fall 2017 Submission

Read the guidelines, then complete and submit the Contact Data Form along with your high school report card. **This form must accompany your report card.**

1st Honor Roll Announcement – DEADLINE for Submission – Sunday, Dec. 10, 2017

ELIGIBILITY

1. Student **must** be a member of Enon Tabernacle Baptist Church
2. Student **must** be in grade 9-12 for the **current/most-recent** report period.
3. Student **must** have **earned all A's and B's, in all subjects** (no exceptions) for the report period.
4. For grading other than the standard Alphabetic Grading:
 - A. Numeric Grades – the standard numeric scaling will be used unless the school's grading scale (written on the report card or the school's official website) differs from this scale:
100-90 (A), 89-80 (B)
 - B. Literal Determination – Advanced (A), Proficient (B) unless the school's grading scale (written on the report card or the school's official website) differs
 - C. Other Grading Scales – the school's scaling as written on the report card or the school's official website and/or at the Education Support Ministry's discretion
5. The grades for the most recent reporting period, as shown on the submitted report card, will be used for eligibility determination. Schools' issuance dates will be verified.

SUBMISSION PROCESS

1. **Complete** the attached **student contact information form** and submit with a legible copy of the student's **report card** by the deadline – **Sunday, December 10, 2017**. Report card **must show** the Student's Name, Grade and School Name
2. **Paper Submission:**
 - a. Submit at Rev. Jerome Glover, Sr.'s office at Enon East.

3. Electronic Submission:

- a. Email report card and contact form, in PDF format, to edsupport@enontab.org.
- b. Both copies must be legible.

**NOTE: Do not submit photos of report card and/or form taken on cell phones
Illegible and photo copies will not be eligible for verification.**

4. Online Full Submission:

- a. Complete contact information and attach your report card using the Honor Roll link on Ed Support page on Enon website (www.enontab.org/EdSupport)

5. Ministry Submission (by Youth Ministry Adult Leadership):

- a. Use either paper or electronic submission methods above
- b. Complete the Ministry Submission portion on the Contact Form

6. **Verification** of the grade requirements and church membership will be completed by the ministry

7. **Email confirmation** of qualification fulfillment will be sent to (1) Student, (2) Parent and (3) Adult Ministry Leadership (if data submitted through ministry).

PHOTOGRAPHS

1. Students will only be allowed to have their photograph taken (for display at the announcement service and on the HR board) after the student receives email confirmation of Honor Roll status - NO EXCEPTIONS. Email will be sent by the Ed Support Honor Roll Subcommittee.
2. Only photographs taken by the Enon Photography Ministry will be used at the HR Announcement – no exceptions. No personal photos will be accepted.
3. Photo Sessions will take place, following the 10am service, on the following dates*:
 - a. Sunday, December 3, 2017
 - b. Sunday, December 10, 2017
 - c. Sunday, December 17, 2017 - Final Session - **NO photos will be taken after this date.**
4. For the 1st report period, all students are urged to have their photo taken for this school year.
 - a. For students with prior Honor Roll photos on file at Enon – there's no guarantee the photo will be located and available for use. Students should take a new photo for the new school year.
 - b. If the student does not have a Honor Roll photo taken by Enon Photography Ministry prior to the Honor Roll announcement, an icon/emblem will be used during the Honor Roll Announcement and on the photo display board.

**All photo dates are tentative and subject to change – check your email regularly for notifications*

G.P.A.

1. **All students' GPA will be calculated by the ministry – no exception.** A standard college recognized method will be used to calculate the GPA for all submitted report cards; therefore, for students whose schools include the GPA on the report cards, **may have a different GPA value announced and displayed for Enon's Pastor's Honor Roll.**

HONOR ROLL ANNOUNCEMENT WORSHIP SERVICE

1. The 1st Honor Roll Announcement for school year 2017-2018 is scheduled to take place on **Sunday, January 14, 2018** during the 945am Worship Service. More information on celebration on honorees will be communicated in your Honor Roll confirmation email.
2. The Ed Support Ministry will send an email to indicate your Honor Roll status (qualified, incomplete application/missing information, or ineligible). Email will be sent to student and parent (if valid email addresses are provided below) typically within 10-12 days of submission.

PASTOR'S HONOR ROLL STUDENT CONTACT FORM

[PLEASE PRINT CLEARLY]

STUDENT # 1 DATA

Student Name: _____
Student Enon Membership No.: _____ Gender (circle): Male Female Birthdate (MM/YY): _____
Student Email: _____
Student Cell Phone: _____ Home Phone: _____
Grade (circle): 9 10 11 12 School: _____

PARENT DATA (must be completed)

Parent/Guardian Name: _____
Parent/Guardian Email: _____
Home Address: _____
Parent/Guardian Telephone Contact Cell: _____ Other: _____ (work/home)

Check this box if this address different from student's address on Enon records:

STUDENT # 2 DATA

Student Name: _____
Student Enon Membership No.: _____ Gender (circle): Male Female Birthdate (MM/YY): _____
Student Email: _____
Student Cell Phone: _____ Home Phone: _____
Grade (circle): 9 10 11 12 School: _____

Please use the space below or attached a sheet of paper with the information for additional students, if necessary.

MINISTRY SUBMISSION

(Complete the below if submitted by youth ministry adult leadership if submitting for members of your ministry)

Adult Leadership Name: _____

Adult Leadership Email: _____

Adult Leadership Telephone Contact: _____ (circle: cell home work)

Ministry: _____ Number of Students Submitting: _____

