



EDUCATION SUPPORT MINISTRY

Pastor's High School Honor Roll Guidelines and Student Contact Data Form for School Year 2023-2024 3rd Report Spring 2024 Submission

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

3rd Report Honor Roll Submission – Monday April 1 to Friday May 3, 2024

DEADLINE for Submission – Friday, May 3, 2024

ELIGIBILITY

1. Student **must** be a member of Enon Tabernacle Baptist Church (*received Right Hand of Fellowship by submission date*). You **must provide the student Enon Membership Number** – *contact church office or TouchPoint* if you are uncertain of the number.
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 must be within the PHR submission period and will be verified.

SUBMISSION PROCESS

- 1. Complete** the **student contact information form** and submit with a legible scanned copy of the school issued official **report card*** for the student by the submission deadline – **Friday, May 3, 2024**. Report card **must show** the Student's Name, School Calendar Year for which report covers, Student's Grade and School Name.

2. Electronic Submission via Email to Ed Support Ministry:

- a. Email report card and contact form, in PDF format to edsupport@enontab.org.
b. All items must be legible and of good quality.

NOTE: Do not submit photos of report card and/or form taken on cell phones.

Illegible copies will not be eligible for verification.

CELL PHONE PHOTOS OF THE REPORT WILL NOT BE ACCEPTED

and will require re-submission, by the deadline, to be considered for eligibility

- c. **NOTE:** Photos of report cards from PowerSchool and similar online progress tracking systems do not fulfill the report card requirement. If your school issues official report cards (physical and/or electronic), you must submit it – not a PowerSchool status (which can change daily). **You must “download” the report from PowerSchool, create a PDF and submit the PDF.** If you have questions/concerns regarding this, please contact the ministry via email.
d. If your school issues quarterly report cards/grades, you cannot submit documents labeled “PROGRESS REPORTS”.

3. Online Full Submission at www.enontab.org:

- a. Using the Honor Roll link under Online Registration page on Enon website (www.enontab.org), complete the online contact form and attach a PDF copy of your report card.

NOTE: This is the preferred method for submission

4. ***If your school only issues report cards twice a year** – you may submit proof of student's current academic ratings, **on official school stationary and it must be signed & dated by school administration official** (school principal/dean, academic advisor, school counselor). This also includes students that attend a virtual school that do not issue reports during the PHR submission period. This submission must cover the student's status during the submission period and not any dates after the submission deadline dates.
5. **Verification** of the school reporting, the student's grades per the above PHR requirements and student's church membership will be completed by the ministry
6. The Ed Support Ministry will send emails to indicate your PHR submission status (*qualified, incomplete application/missing information, or ineligible*). Requests for **re-submissions/corrected documentation must be received before Tuesday, May 7, 2024** to remain in consideration for Pastor's Honor Roll. **Email communications will be sent to student and parent (if valid email addresses are provided below) typically within 2-3 weeks of submission. If you do not receive communication within 10 days of submission, please contact the ministry. Please do not wait until after the submission period closes to inquire on your submission.**

STUDENT VIDEO SESSIONS

1. We have re-designed Pastor's Honor Roll Presentation of Students. All students who attain Pastor's Honor Roll status will record a short video introducing themselves that will be a part of our PHR student presentation in June.
2. We are still working on the schedule for days of taping. Each student should make every effort to attend one of the recording sessions – No Photos of students nor prior recorded videos will not be used.
3. When your verification has been fully completed and your PHR status determined, you will be notified with more detailed information. Do not attend the video recording unless you have been notified.

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 3rd Report Honor Roll Announcement for school year 2023-2024 is currently scheduled for Sunday June 16, 2024 at the 9:45am worship service. We will provide additional information on the announcement of the honorees as the plans are finalized, closer to the scheduled Sunday announcement. This and all communications will be sent via email – please be sure to check your email regularly after your submission.
2. NOTE: The preferred method of submission is the online registration that can be found on the church website under Resources/Online Registration.

STUDENT CONTACT FORM

1. For ALL Email Submissions, the student MUST complete the below Student Contact Form.
 - a. Save the completed form as a PDF document.
 - b. Send the form and your legible PDF copy of the student's report card in one email to the ministry. Please avoid, as much as possible, sending the documents in separate emails.
 - c. Email submission of all the items must be received by 11:59 PM on Friday, May 3, 2024 to be considered for PHR for the 3rd report.

COMMUNICATIONS

1. Please send all questions or concerns to edsupport@enontab.org

The ministry will communicate, via email, on your submission status and our final decision. Please do not hesitate to reach out to us as soon as possible. As there are occasions when there are issues with the email system, if you do not receive any correspondence by May 10, 2024, please reach out immediately.



PASTOR'S HONOR ROLL STUDENT CONTACT FORM

3rd Report for 2023-2024 School Year

[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: _____

Shirt/Jacket Size (circle): Small Medium Large X-Large XX-Large Pant Size: Small Medium Large X-Large XX-Large

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: _____

Shirt/Jacket Size (circle): Small Medium Large X-Large XX-Large Pant Size: Small Medium Large X-Large XX-Large

Please attach a sheet of paper with the information for additional students, if necessary.