

JV Challenge Student Entry Instructions

1. Complete the Officials' Information component of the Entry Form below, and send it to the representative at your JV Sectional Host School. Click "JV Alignment" from any of the JV Challenge pages at www.kaac.com if you are not sure who your host school is.
2. Inform your host school of any special needs your students have using the form below.
3. To ensure a problem-free entry of student names, complete the practice Student Entry Worksheet.
4. Login to JVASAP using the coach link and password that was emailed to you.
5. Follow the on-screen instructions. Print your completed student list for your records.



Entry Form

School _____

School Representative _____ Home Phone _____

Mobile Phone _____ Email _____

In order to take part in JV Challenge, you must help provide officials.

Step 1—Enter Officials' Information

REQUIRED Quick Recall Official: Name _____ *Cert. #* _____ *Years Experience* _____

Phone (day) _____ (evening) _____ E-mail _____

Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

REQUIRED Quick Recall Official: Name _____ *Cert. #* _____ *Years Experience* _____

Phone (day) _____ (evening) _____ E-mail _____

Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

ADDITIONAL Quick Recall Official: Name _____ *Cert. #* _____ *Years Experience* _____

Phone (day) _____ (evening) _____ E-mail _____

Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

Written Assessment Official: Name _____ *Can serve as (circle)* Proctor / Grader

Phone (day) _____ (evening) _____ E-mail _____

Written Assessment Official: Name _____ *Can serve as (circle)* Proctor / Grader

Phone (day) _____ (evening) _____ E-mail _____

Composition Proctor: Name _____

Phone (day) _____ (evening) _____ E-mail _____

Composition Reader: Name _____

Phone (day) _____ (evening) _____ E-mail _____

Each school may nominate a Chief Official and members of the inquiry panel. List nominees below.

Chief Official: _____ Years _____

Experience: _____

Inquiry Panel: Name _____ Subject Area(s) _____

Inquiry Panel: Name _____ Subject Area(s) _____

Step 2--Enter Students Online



Instructions:

1. During the Entry Period, sign on to kaac.com and follow the links to enter JV Challenge ASAP.
2. Enter your JV Challenge password that was emailed to you.
3. Enter your student names. IMPORTANT: YOU are responsible for the spelling of your student names. The way you type them will be the way they will show in the online results.
4. IF YOU USE ALL CAPS, YOUR STUDENT NAMES WILL LOOK "OUT OF PLACE" ON THE INTERNET. DO NOT USE ALL CAPS!
5. Follow the onscreen instructions.

KAAC Events - Special Needs Request

Submit to host school Contest Manager (see below)

School: _____

School Representative: _____ Phone: _____

Students with Physical or Speech Disabilities

The students listed below have a special need that may require attention by the host school or officials. Refer to the *text below*.

Name	Need(s)

Governor's Cup is open to all students, and students with Individualized Education Plans (IEPs) are encouraged to participate. It is the responsibility of the School Representative to designate these students on the District Entry Form on or before the submission deadline. This reasonable stipulation ensures that the Contest Manager has time to make the requested accommodation. Whenever possible, the local Contest Manager and host school may make reasonable and necessary accommodations for students with documented IEPs. Such accommodations may include providing enlarged text copies of examinations or prompts, or the use of a (human) reader and/or a scribe. Readers and scribes may not be from the same school as the special needs student. A high-stakes, fast-paced, competitive environment is not in the best interest of every student. There are some components of IEPs that fundamentally alter the nature of our event, an academic competition. For example, Contest Managers may not give students extended time in Written Assessment, because students are all competing against the clock as well as each other. Nor can Written Assessment readers paraphrase text for students, because this introduces knowledge or understanding outside of the student's own mind. If a student has a documented health issue that may require an emergency break during Written Assessment or Composition, Contest Managers will place that student in a separate testing room. This will prevent the student from distracting the other competitors. The student shall be given a reasonable amount of time to address the health issue. This time shall not be deducted from the student's allotted time for that event. The student's coach is responsible for informing the host school Contest Manager of this special need on the District Entry Form as well as providing any required medical personnel. If you have any questions about what accommodations may or may not be allowed, you must contact KAAC before January 1. Appeals: the legal guardian of a Governor's Cup participant, or participant over 18 years old, may appeal a denied accommodation to the KAAC Board by sending a written basis for appeal to the KAAC Executive Director, 113 Consumer Lane, Frankfort, KY 40601. Any documents the appellant wants the board to consider must be received by the KAAC Executive Director at least five (5) days before the participant's event. The KAAC Board will make a decision based upon written documentation presented by the appellant and the KAAC Executive Director.

Signature of Principal as verification

