

JUNIOR ACADEMY STATUS APPLICATION PROCEDURE

I. STEPS TO ACQUIRE JUNIOR ACADEMY APPLICATION INTERACTIVE PDF

NOTE: The PDF Fill-in Junior Academy application allows you to review the document annually and make changes where necessary. Send the updated application to your local conference office for review.

1. **Download** the Junior Academy application from the Adventist EDGE website (www.adventistedge.com). Click on “About Us” then “Resources” and scroll down to “Resources for School Evaluations” for the current application.
2. To purchase a full version of Adobe Acrobat (9.0 or newer), click this link for the CDWG – NAD Customer Page. In addition, it is also located on the NAD Educators technology discounts page (Technology Discounts).

II. JUNIOR ACADEMY APPLICATION PROCESS

1. Please make sure **ALL AREAS** of the application are completed. This is a PDF Fill-in document and requires the **FULL VERSION** of Adobe Acrobat to save **ALL** work done on the application.
2. Sign and email the completed application to the local conference office of education by **March 15**.
NOTE: Scanned electronic signatures are acceptable for principal/board chair and superintendents so applications can be emailed.
3. The local conference office of education will review and sign the application and email it to the Southern Union Secondary Office of Education by **May 1**.
4. The Southern Union Conference Junior Academy Review Committee will study all applications and a written response will be sent to both the conference and the school by **May 31**.

III. JUNIOR ACADEMY RE-APPLICATION PROCESS

Complete this section only if you have received a letter stating your Application for Junior Academy Status was “**Not Approved**” **OR** if your application was approved with “**Recommendations**”.

1. Review the deficiencies listed in the Re-Application section (page 3) of the Junior Academy Application returned to you by **email** from the Southern Union Secondary Office of Education.
2. Rectify all deficiencies **within** the Junior Academy Application returned to you. In addition, complete page 3 (Re-Application) “How deficiency was rectified” sections of the returned application.
3. **Email** the rectified application to your local conference office by **July 1**.
4. The local conference office of education will review the Re-Application and **email** it to the Southern Union Secondary Office of Education by **July 8**.
5. The Southern Union Conference Junior Academy Review Committee will study all re-applications at their July meeting. **The Southern Union Secondary Associate Director will notify any junior academy not approved once the Junior Academy Review Committee meets in July.** Junior academies that are approved will receive a written response, which will be sent to the conference and the school by **August 15**.

NO RE-APPLICATIONS WILL BE CONSIDERED AFTER JULY 1 FOR THE FOLLOWING SCHOOL YEAR.

APPLICATION FOR JUNIOR ACADEMY STATUS

To be considered for Junior Academy status, all criteria must be met and the application must be received at the Local Conference Office of Education by March 15.

SCHOOL _____

ADDRESS _____

PRINCIPAL/HEAD TEACHER _____ SCHOOL YEAR TO BE IMPLEMENTED _____

Indicate which system is being used: Small School Minder ___ iNOW ___ RenWeb ___ (Check One).
No school applying for Junior Academy Status will be approved without first being set-up.

SUCOE

Action of the Junior Academy Review Committee: _____ Date of Action _____

___ Approved ___ Approved WITH recommendations ___ Unapproved

Recommendations and reasons for unapproved status are listed on page 3 of this form (Re-Application).

Jim Ingersoll, Associate Director for Secondary Education

TYPE OF PROGRAM REQUESTED: Code numbers are listed that explains each category. Make sure all related criteria are met for Junior Academy status under the appropriate Southern Union Education Code Book codes. (LINK)

___ 7-9 Multi-grade

CODE 5104

___ 9th Grade

CODE 5105

___ 9-10 Grade

CODE 5110

___ 9-10 Alternate

CODE 5115

Local School Board Approval

Chairman or Principal _____ Date _____

Superintendent

Superintendent _____ Date _____

Re-Application Summary

NOTE: Re-submit this application to your local conference office for review by **July 1.**

1) Deficiency _____

How deficiency was rectified _____

2) Deficiency _____

How deficiency was rectified _____

3) Deficiency _____

How deficiency was rectified _____

4) Deficiency _____

How deficiency was rectified _____

5) Deficiency _____

How deficiency was rectified _____

LOCAL CONFERENCE REVISION _____		
Signature of Superintendent _____		Revision Date _____
SUCOE _____ Action of the Junior Academy Review Committee		
Approved _____	Unapproved _____	Reason _____

Committee Chairperson _____	Date of Action _____	

Number of Students				
Grade	Current Year		Next Year (year of application)	
	SDA	Non-SDA	SDA	Non-SDA
Pre-K-6 Total				
7				
8				
9				
10				

I. INDIVIDUAL TEACHER CLASS LOAD AND CERTIFICATION
 (Please fill one table per SECONDARY teacher)

Teacher's Name: Contact Phone #: Contact email: Check if new teacher <input type="checkbox"/>	Denominational Certificates Currently Held: <input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____		Endorsements on Current Certificate:		
	Denomination Certificates Anticipated by August 31: <input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____		Endorsements on Anticipated Cert:		
Subjects	Grade	Enrollment	# of Semesters	Minutes/week	Credits

Teacher's Name: Contact Phone #: Contact email: Check if new teacher <input type="checkbox"/>	Denominational Certificates Currently Held: <input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____		Endorsements on Current Certificate:		
	Denomination Certificates Anticipated by August 31: <input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____		Endorsements on Anticipated Cert:		
Subjects	Grade	Enrollment	# of Semesters	Minutes/week	Credits

Teacher's Name:		Denominational Certificates Currently Held:		Endorsements on Current Certificate:	
Contact Phone #:		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Contact email:		Denomination Certificates Anticipated by August 31:		Endorsements on Anticipated Cert:	
Check if new teacher <input type="checkbox"/>		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Subjects	Grade	Enrollment	# of Semesters	Minutes/week	Credits

Teacher's Name:		Denominational Certificates Currently Held:		Endorsements on Current Certificate:	
Contact Phone #:		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Contact email:		Denomination Certificates Anticipated by August 31:		Endorsements on Anticipated Cert:	
Check if new teacher <input type="checkbox"/>		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Subjects	Grade	Enrollment	# of Semesters	Minutes/week	Credits

Teacher's Name:		Denominational Certificates Currently Held:		Endorsements on Current Certificate:	
Contact Phone #:		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Contact email:		Denomination Certificates Anticipated by August 31:		Endorsements on Anticipated Cert:	
Check if new teacher <input type="checkbox"/>		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Subjects	Grade	Enrollment	# of Semesters	Minutes/week	Credits

Teacher's Name:		Denominational Certificates Currently Held:		Endorsements on Current Certificate:	
Contact Phone #:		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Contact email:		Denomination Certificates Anticipated by August 31:		Endorsements on Anticipated Cert:	
Check if new teacher <input type="checkbox"/>		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Subjects	Grade	Enrollment	# of Semesters	Minutes/week	Credits

Teacher's Name:		Denominational Certificates Currently Held:		Endorsements on Current Certificate:	
Contact Phone #:		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Contact email:		Denomination Certificates Anticipated by August 31:		Endorsements on Anticipated Cert:	
Check if new teacher <input type="checkbox"/>		<input type="checkbox"/> Conditional <input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Designated Subject:_____			
Teaching Subjects	Grade	Enrollment	# of Semesters	Minutes/week	Credits

II. SUBJECT RECORD

9th Grade Classes 201_ - 201_ (Place an X in the space below the class that each teacher is teaching) (Please fill in the elective class in its slot adjacent to the name of the teacher teaching that class)								
Teacher	Religion 1	English 1	Algebra 1	Physical Science	Geography	PE	Elective	Elective
10th Grade Classes 201_ - 201_ (Place an X in the space below the class that each teacher is teaching) (Please fill in the elective class in its slot adjacent to the name of the teacher teaching that class)								
Teacher	Religion 2	English 2	Geometry	World History	Biology	PE	Elective	Elective

***NOTE: A course outline must be completed and kept on file in the school office. New outlines should be submitted when a new teacher or textbook is added.**

IV. TECHNOLOGY:

A. Number of computers/tablets for Junior Academy use:

1. Each classroom for Teachers _____
2. Each classroom for Students _____
3. Library _____
4. Computer lab _____
5. For administrative use _____
6. The computers stand-alone _____ networked _____ wireless _____
7. What is your computer replacement plan for all computers? Explain:

B. Internet Connection

1. How do you access the web? stand alone _____ networked _____ wireless _____
2. Is the connection speed adequate for the needs of the school?
Yes _____ No _____
3. Can students access Internet? Yes _____ No _____
 - a. Is there virus and spyware protection on each computer?
Yes _____ No _____
 - b. Is there provision for Internet content filtering? Yes _____ No _____
Explain:
 - c. How are students monitored while using computers for their safety?
Yes _____ No _____ Explain:
 - d. Do you have signed contracts with parents and students for student computer usage (research, flash drives, etc.) particularly while on the Internet? Yes _____ No _____ Explain:

- 4 Do teachers have access to the Internet in their classrooms? Yes _____ No _____
- 5 Do you have a program for introducing students to the use of technology in the media center/library? Yes _____ No _____ Explain:

C. Do you have an electronic catalog? Yes _____ No _____

D. Software Titles

1. Number of titles for content areas _____
2. Number of reference sources _____
3. Number of other titles _____

E. What means do you have for displaying an image from a computer screen to a large group and how is it used? (ie. TV, Flat Panel, Projection Device, SMART Board)

F. How are members of the school/family collaborating with others in the community, nation, internationally using technology to share ideas and learn about each other?
Explain:

G. In case of emergency, do the IT personnel have a notebook of written critical data so that services will not be interrupted? Yes _____ No _____

