



ACADEMIC RECORD FORM INSTRUCTIONS

TO THE PARTICIPANT

1. Fill out the top of the "Academic Record Form" with your name, program name (Southern Maryland) and have your parent/guardian sign to approve the release of your transcript.

2. In the "Academic Extracurriculars" section enter any activities you participate in, outside of the classroom, that has a SIGNIFICANT LEARNING COMPONENT. A learning component is research, competitive testing, or a public presentation. Examples of common Academic Extracurriculars that qualify include, but are not limited to: an academic team, Science or Social Studies Fair, newspaper or yearbook staff, Speech/Debate Team, Academic Decathlon, Model United Nations, Mock Trial, etc. Also, participation in club competitions qualify, such as subject matter tests, extemporaneous speaking competitions, and team competitions.
 - a. Membership in clubs, a position you are elected to, or an award/honor or any class that is listed on your transcript DO NOT qualify. Examples of non-qualifying entries are: a class, a club (example: Key Club or Spanish Club), a student government position, an honor group (like National Honor Society or Mu Alpha Theta).
 - b. Competitive events for a non-eligible club or honorary described in (a) above do qualify but must be listed as such. Examples would be: "Beta Convention History Subject Test", "4-H Animal Science Symposium presenter", or "FCCLA STAR Events Food and Nutrition Competition"
 - c. You can enter up to 4 extracurriculars. This section is worth up to 3 points toward your overall Scholastics score.

3. Send your Counselor or Registrar this letter and the Academic Form to complete and submit.

TO THE COUNSELOR / REGISTRAR

As part of this student's participation in the Distinguished Young Women scholarship program, we need your assistance in compiling their academic information. Please use the directions below:

1. Complete the included "Academic Record Form".
2. Include a copy of the student's high school transcript.
3. Provide the student's standardized test scores, if not found on transcript.
4. Email all materials to **southernMD@DistinguishedYW.org** from an official school email address

Thank you for your time and assistance.