

Space Academy Suggested Timeline for Sponsors

November – Information is sent out from OSPI regarding the U. S. Space Academy for Migrant Students.

Once you receive the information, begin to recruit students who might be interested in applying. (Talk to teachers, administrators, counselors, and students). If you have students who are interested in applying, contact your MERO so we can put you on our e-mail list for reminders and updates.

Application deadline is February 13, 2009.

As soon as students indicate that they are interested in applying, check the following:

1. **Birthdate.** If the student was born before July 11, 1994 or after July 11, 1997, **STOP**. The student is not eligible. Each year we receive applications where the student is either too young or too old. Don't have them waste their/your time if they are not eligible.
2. **Certificate of Eligibility (COE).** Check to be sure the students' eligibility as a migrant student is good through July 18, 2009. If their eligibility expires before that date, have your Migrant Director or Migrant Home Visitor contact MSRS (800-274-6084) and have MSRS check to see if the family has made a recent qualifying move. If they have not, **STOP**. The student is not eligible.

At least four weeks before the application is due:

1. Call the parents to let them know their son/daughter is interested in applying to attend the U. S. Space Academy, to get preliminary approval. We have selected students in the past where their parents did not know they were applying and would not allow them to attend.
2. Begin to complete the Student Nomination Form
3. Have the student identify the two people who will be filling out a recommendation (Teacher, Counselor, and/or Principal) and provide them with the Recommendation Forms.
4. Have the student begin to write their Student Essay.

At least three weeks before the application is due:

1. Have student check with the two people who are writing recommendations.
2. Check with the student to see how their Student Essay is progressing.

At least two weeks before the application is due:

1. Have student check with the two people who are writing their recommendations and if necessary, remind them when the recommendations are needed. (one week)
2. Check with student and remind her/him that their Student Essay is due to you in one week.
3. Print a copy of the student's most recent grade transcript.

One week before the application is due:

1. Collect all of the necessary forms. (Two recommendations, Student Essay, Certificate of Eligibility, and Grade Transcript).
2. Complete and sign the Student Nomination Checklist.
3. Put everything in an envelope and send it to your Migrant Education Regional Office.
4. Relax – Thanks for all of your work and help with this.