**Why do we have Little Scholars?**

Pop Warner Little Scholars, Inc. (PWLS) is the only national youth sports organization in America that requires its participants to perform adequately in the classroom before permitting them to play. We believe that the standards we have set give these children a sense of responsibility and an appreciation for academics and athletics that will help them develop later on in life. The Little Scholars position ensures that each player meets the minimum requirements.

Awarded Levels:

Platinum 96% – 100 % Can be Submitted to Wescon & Nationals

Gold 90%- 95.99% Can be submitted to Wescon & Nationals

Silver 85% - 89.99% Only Orange Empire Conference Level.

 These medals will be given out in November of 2017 at the OEC Presidents Meeting. The Little Scholars that have been submitted to Wescon and Nationals will be announced in April 2018 and be on the National Pop Warner website under the Little Scholars section.

I do not get notified of the Little Scholars 1st, 2nd and Honorable mention till April 1, 2018.

Below you will find some best practices to help you assure a successful 2017 Little Scholars Program:

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| Report Cards |
| Collect three (3) copies of the report card from the player. * 1 copy goes to the OEC
* 1 goes in the Team Book
* 1 copy for Your Association/City
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| Ensure that you collect report cards by mid-July so you can start calculating the report cards! |
| We have found that it’s easiest to group the report cards by team. |
| You must have for every player:* Full Year Report Card or the last reporting period of the school year is required (this includes water-persons and student demonstrators).
* Some report cards are multiple pages so copy everything. Do not cut off any information at the top or bottom of the page. It must be legible.
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| The report card must contain the following and must BE HIGHLIGHTED IN YELLOW: * Participant’s name
* School Name
* 2015/2016 school year
* The grade the participant was in
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| * Online report cards can be printed and used, but they must contain ALL the elements of a standard report card.
* Transcripts are allowed: Just show where the grades to that year that is applicable. If currently in the 8th grade then calculate only 7th grade.
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| Calculating the GPA |
| On the OEC website under Little Scholars forms you will find the Calculation grid. The first tab has the instructions on how to calculate the GPA. |
| Calculate the Grade Point Average (GPA) using Excel file provided by WESCON. OEC will be posting a version on the Little Scholars tab of the OEC website. This form has been updated, use new form. |
| First, read the instruction tab and fill out the “GPA” tab, then select the appropriate scale:Example of bottom of Excel workbook: |
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| Tips for selecting the proper scale:* The grading scale to use is based on the grades listed by the teacher and not necessarily the school legend as shown on the report card.
* If the teacher used +/- and you know that the school does not recognize +/-, obtain a letter from the school/district stipulating they don’t recognize +/-. Attach a copy of the letter to all participants in that school/district.
* If you have a course that is listed by its initial, please spell out what the initials mean on the calculation sheet under the correct subject.
* When calculating the GPAs, exclude Effort grades. If the GPA falls below 70.00%, refer to the Scholastic Eligibility Form information below.
* No Efforts grades can be used
* Include PE under sciences. (Need to have Excel 2007)
* If the report card shows the GPA, prepare the GPA page in the WESCON Calculation Program and enter the decimal GPA. Circle the GPA on the report card with a “Yellow” highlighter pen (Note: This is the only time you can mark on the report card.)
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| * After GPA is calculated, print the tab showing the input of grades and place in team book with report card. If multiple point systems are used (i.e., 2 point & 12 point), print both pages. It is strongly suggested the association retain a copy for their records. Select “fit to one page” when you print.
* If for any reason you are unable to provide the printout from the Calculation Program, you are to use the WESCON Calc Page. This form is to be accomplished on a calculator with the calculator tapes attached to the WESCON Calc Page (handwritten is not acceptable).
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| Next, enter the grades:* The Scholastic Proof is “Report Card” enter the GPA percentage. Example: “73.06” should be entered as “73.06%” NO ROUNDING
* If they are reporting an entire school year and their GPA scores 90% (3.6) or higher, be sure to enter the GPA in the All American GPA field. If this box is not filled out, they will not be eligible for consideration for All American or as an OEC Little Scholar.
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| Participants 5th grade and older that score 96.00% or higher, on a full year report card are eligible to apply for National All American Scholars recognition. 8th graders are also eligible to apply for the WESCON recognition, if they have participated in Pop Warner for more than one year. Please refer to the All-American and WESCON section for additional information. |

 Instructions and GPA tab

Point Scales – select the correct tab

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| Home School Participants  |
| If you have a home school student please complete the following:* Home School Form (HSF) with upper portion completed by Participant, Parent/guardian and Head Coach
* Report Card or test scores generated by a governing body (not the parent/guardian), which reflects a GPA of 70.00% or higher and contain the following information and highlighted in Yellow:
* Participants name
* Date comparable to the school year of 2016-2017 or summer of 2017.
* Name of Governing Body
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| As with report cards, the original and 2 copies required of HSF form. (Original in Team Book/Copy-1 to OEC/Copy-2 to Association/City)Report Card or test scores also require 3 photocopies (Team Book/OEC/Association) |
| Calculate the GPA as described above. As with a typical report card, if the GPA percentage falls below 70.00%, a Scholastic Eligibility Form will be required.  |
| In BS or Affinity, for Scholastic proof and enter the GPA. Use a percentage – not a decimal. |

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| IEP/Disabled Participants |
| If an IEP participant turns in a report card, and meets the 70.00% GPA, process as per the Report Card instructions. |
| If the GPA is less than 70.00% “request” a copy of the summary page (aka top sheet) from the participants IEP report. Then certify them on the Scholastic Eligibility form. If they do not turn in the required documents, do not cut from the team and contact OEC for direction. |

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| Scholastic Eligibility Form(Required if no Report Card is available or a player has a GPA of less than 70%) |
| The Scholastic Eligibility Form (SEF) is completed by participant, parent/guardian and Head Coach |
| No Report Card – If a participant is unable to provide a 2016-2017 report card by September 24, 2017 he/she must provide a copy of his/her first quarter class schedule for the 2016-2017 school year, or a letter from the school (on school letterhead) indicating the participant is a student at that school. A copy of this information must be in the Team Book; otherwise they are subject to removal from the team/squad. The SEF must also be completed. * Original + 2 copies required. (Original in Team Book, Copy-1 to OEC, and Copy-2 to Association/City) TOTAL OF 3 COPIES
* In BS/AFFINITY, if there is no report card, then enter the GPA as 59%.
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| Report Card with GPA of Under 70.00% - complete the SEF and Progress Report* A Progress Report will be required to maintain eligibility (Use the Progress Report on OEC site)
* Requirements: Upper portion completed by parent/guardian as the report is at their request), school generated progress report (on school letterhead, signed/dated by School Administrator/teacher must show participants name), or 1st semester report card showing dates for fall 2016.
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| Original Progress Reports are required in the Team Book and must reflect the following:* All classes. If the participant takes less than five (5) classes, the teacher or administrator needs to date/sign the Progress Report stating he/she only takes “X” amount of classes.
* Demonstrate Positive progress in 51% or greater (calculate all classes including PE).
* Make 2 copies of progress report (Copy-1 submit to OEC/Copy-2 to Association/City)
* Complete lower portion of Scholastic Eligibility Form as needed
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| SEF Completed and Report Card Available After Certification - If a participant certifies with a Scholastic Eligibility Form due to Report Cards not being available, report cards may be accepted up thru the last day of certification *September 24, 2017* as long as GPA is 70.00% or higher and would serve in place of a progress report.* Report Card is filed in the sleeve in front of the SEF in the Team Book. The Little Scholar Calculation sheet is placed in its normal location. Don’t forget to provide copies to OEC.
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| Additional Tips for Success |
| Send a reminder to parents as the school year is coming to a close to make 3 copies of their participant’s report cards.  |
| Stressed over filling out the Excel GPA calculation? It’s OK! It will take a few times to feel comfortable.  |
| Tenured Little Scholars Chairs can be a wealth of information – make a friend at training. |
| Enter a percentage into League One (i.e. enter 90.00% NOT 3.6).  |
| Do not wait until the last minute! Start working on the calculations sooner rather than later.  |
| Save files on your computer by team with each participant’s calculation sheet in the folder. This will make referring back to the sheets for each participant and printing copies for All-American Applications easier. |
| Keep a spreadsheet list of all participants (by team) who fall under the 70.00% minimum. This will make communicating with the coaches easier as to which players need progress reports. Then you can track which progress reports and SEF’s are missing. |
| Similarly, keep a spreadsheet of all the players eligible for All-American and WESCON recognition. You can track the completed applications and follow-up on the missing documents much easier. Your association may want to recognize these participants as well.  |
| Allow yourself time – as you plan out your certification day, determine the last day report cards can be turned in, in order to allow yourself enough time to complete the grids. Ideally you would want several weeks to work on this.  |

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| All-American Applications |
| REQUIREMENTS:* Fifth (5th) Grade or higher
* GPA of 96.00% or higher (entire school year)
* Completed (in detail) National All American Application (completed by participant and parents)
* Completed (in detail) Addendum (and additional Addendum if needed).
* Copy of the Full year report card showing participant’s name, school year 2016-2017 and grade the participant was in 2016-2017.
* Once All American Form is completed and turned in, it is considered locked – DO NOT ADD ANY ITEMS TO THE FORM. DO NOT ALTER THE FORM
* Association Contact listed ONLY. DO NOT insert the League (OEC) Scholastic Directors (Your Little Scholar information is required)
* Please do not retype the All American Forms – OK to receive them messy
* Do Not Include Sports on the Addendum (Extra-Curricular activities can be bowling, little league etc.)
* Be thorough – tell us everything.
* Signatures are required from the parent and player prior to submitting!
* Grading System criteria by national office is only known to Nationals.
* Currently Only 8th Grade and higher scholars are eligible for scholarships.
* Once a scholar has won the top prize at the National level, the scholar is no longer eligible to win it again.
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| WESCON Regional Application Submittal |
| WESCON REQUIREMENTS:Eighth (8th) Grade or higherCompleted National All American Application ESSAY: *“How has Pop Warner taught me to display teamwork and grow individually?”*(Please give an example of both) Up to one page in length, single or double-spaced. The essay must include the applicant’s first/last name, Association and show their League name as “OEC”. |

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| Submittal Process for All-American and WESCON Applications |
| SUBMITTAL PACKAGE IS TO BE IN THIS ORDER:* Essay (if applicable)
* National All American Application
* Addendum
* Additional Addendum (if this is blank, please remove from package)
* Full Year Report Card
* The calculation page(s)

INSTRUCTIONS TO SUBMIT TO OEC:* All applications are to be sorted by football/cheer, by Grade Level (5TH, 6TH, 7TH, 8TH) & in alphabetical order
* Place applications in a manila envelope and Title the Envelope “National All American Applications”. In addition, please include your Association Name and LS Contact Information (Name, email & Phone #) on the envelope.
* Place applications in a manila envelope and Title the Envelope “WESCON All American Applications”. In addition, please include your Association Name and LS Contact Information (Name, email & Phone #) on the envelope.
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| All Applications are due: September 24, 2017 |