



NCPA ACADEMIC ALL-STATE AWARDS

The NCPA Academic All-State Nomination Form is accessible through your school's Activities or Athletic Director's personal page. The form must be completed on-line and submitted directly to the NSAA Office through the website submit function.

A.D.'s- print the directions that follow to guide you to the nomination form.

DIRECTIONS:

To access the nomination form, return to the NSAA homepage and if not logged in:

- 1) Hold the mouse on the **LOGIN** tab below the NSAA logo in the upper left portion of the screen and click on **AD's, Coaches & Colleges**,
- 2) Click on your school from the selection window,
- 3) Enter your AD Passcode and click on the **Login** button,
- 4) From the AD's personal page click on **[+] Other Forms:** at the bottom of the page,
- 5) Click on **Academic All-State Nomination Form**,
- 6) **Follow the directions to complete the form.**

Once the form has been filled out and checked for accuracy, you can submit the form directly to the NSAA office. The nomination process is not complete and the form will not be accepted until you either send a copy of each nominated student's transcript or upload each student's transcript along with their nomination form. If mailing transcripts, send to:

**Nebraska School Activities Association
P.O. Box 85448
Lincoln, NE 68501-5448**

IMPORTANT NOTE: The NCPA Academic All-State Award Certificate and NSAA Executive Director letter links for each successfully nominated student will be released the day following the seasonal deadline for schools to produce and present the award documents.

Check the AD's page in the NCPA Academic All-State student nomination section to locate these links.