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| --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| Administrator’s Medal Awards |
| Fields marked with asterisk (\*) are mandatory.Fields marked with caret (^) are office use only. |
| Select year level\* |
| Primary (Year 6) | Y/N |
| Middle (Year 9) | Y/N |
| Student and Parent/Guardian contact details\* |
| This information is required to ensure the successful student can be contacted during school holidays and to enable official invitations to be sent from the Minister for Education. |
| Student name |  |
| Student personal email address |  |
| Parent/Guardian name(s) |  |
| Parent/Guardian postal address |  |
| Parent/Guardian contact details:• Telephone (business hours)• Telephone (after hours)• Mobile |  |
| School Staff contact details for award invitation purposes\* |
| School name |  |
| Principal name |  |
| School postal address |  |
| School email |  |
| School phone number |  |
| School staff names for electronic invitations |  |
| Supporting statement from the school |
| Academic achievement\* |
| See guidelines for suggestions. |
|  |
| Outstanding behaviour\* |
| Students nominated for this award exhibit outstanding school behaviours.Points to consider in the supporting statement could include the headings below. |
| A self-directed and reflective thinker |  |
| A persevering and resourceful innovator |  |
| An effective communicator and group member |  |
| A thoughtful producer and contributor |  |
| Outstanding citizenship and concern for others\* |
| Points to consider in the supporting statement could include the headings below. |
| Member of Student Representative Council |  |
| Participation in school-based, and other leadership programs |  |
| Participation or leadership in school community initiatives |  |
| Involvement in school assemblies, performances |  |
| Participation in school sport at a school, region or Territory or national level |  |
| Participation in community activities outside of school |  |
| Referee contact details\* |
| Referee may be contacted if nominee is shortlisted. |
| Referee name |  |
| Phone |  |
| Email address |  |
| Personal statement from student |
| Why do you think your school nominated you for this medal? |  |
| What are your school values? |  |
| How are they demonstrated? |  |
| Other |  |
| Collection noticeThe information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that every student’s right to privacy is maintained. For more information, go to the Department of Education’s [Policy and Advisory Library](https://education.nt.gov.au/policies) and read the Privacy Policy. Further information**Nominations close:** Friday 10 November 2023Return the completed nomination form to: Consultant NT Board of Studies ntbos.det@education.nt.gov.au  |
| End of form |