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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.  See guidelines for suggestions. | | |
|  | | |
| Outstanding citizenship and concern for others\* | | |
| Students nominated for this award exhibit outstanding citizenship and concern for others.  See guidelines for suggestions. | | |
|  | | |
| Personal statement from student (250 word limit) | | |
| Why do you think your school nominated you for this medal? | |  |
| 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 8 November 2024  Return the completed nomination form to:  NT Board of Studies Advisor: [ntbos.det@education.nt.gov.au](mailto:ntbos.det@education.nt.gov.au) | | |
| End of form | | |