NJHS & PLEDGE CANDIDATE INSTRUCTIONS

Dear Candidates and Parents,

In order to expedite the selection process Student Information forms will be available on the PCMS NJHS page on our district website. Please go to the website via the instructions below and download the applicable form for your candidacy. Once the form is complete, please save the document and email it as an attachment to Mrs. Rand no later than 3:00 PM on Wednesday, March 7, 2018.

Instructions: If you do not have Internet access at home, you may use a school computer or ask for a paper copy.

1. To begin, please visit the school website through the district page at [www.plainfieldschools.org](http://www.plainfieldschools.org), selecting Plainfield Central Middle School from the schools menu tab and then selecting NJHS from the Resources/Clubs drop down menu.
2. Scroll down to the bottom of the page to find Candidate Information.
3. Download the student information form applicable to your candidacy (NJHS or PLEDGE).
4. The forms are already set up for easy completion with instructions for each section. All you need to do is enable editing, fill in the shaded areas, drop down menus, and check off boxes. Please be sure to fill out the forms **completely and to the best of your ability**.
5. Once complete, save the document with **your name** to your computer and send it as an attachment from you or your parent’s email account to [rands@plainfieldschools.org](mailto:rands@plainfieldschools.org).
   1. Or you may save it to your Google drive and share the doc with me.
6. I will send you a confirmation email so you can be sure I received your completed document.

If you wish to be **considered** for NJHS or PLEDGE status of the National Junior Honor Society, be sure to return the form early or by 3:00 PM **on** **Wednesday, March 3, 2017.** **Late entries will not be considered.**

Sincerely,

Mrs. Sarah Rand, NJHS/PLEDGE Advisor