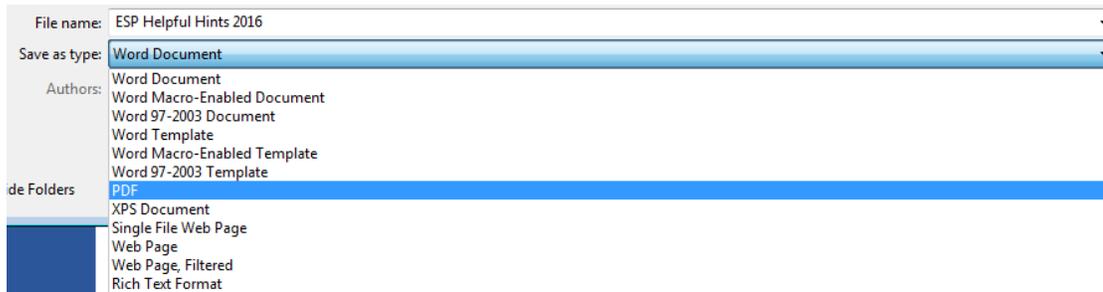


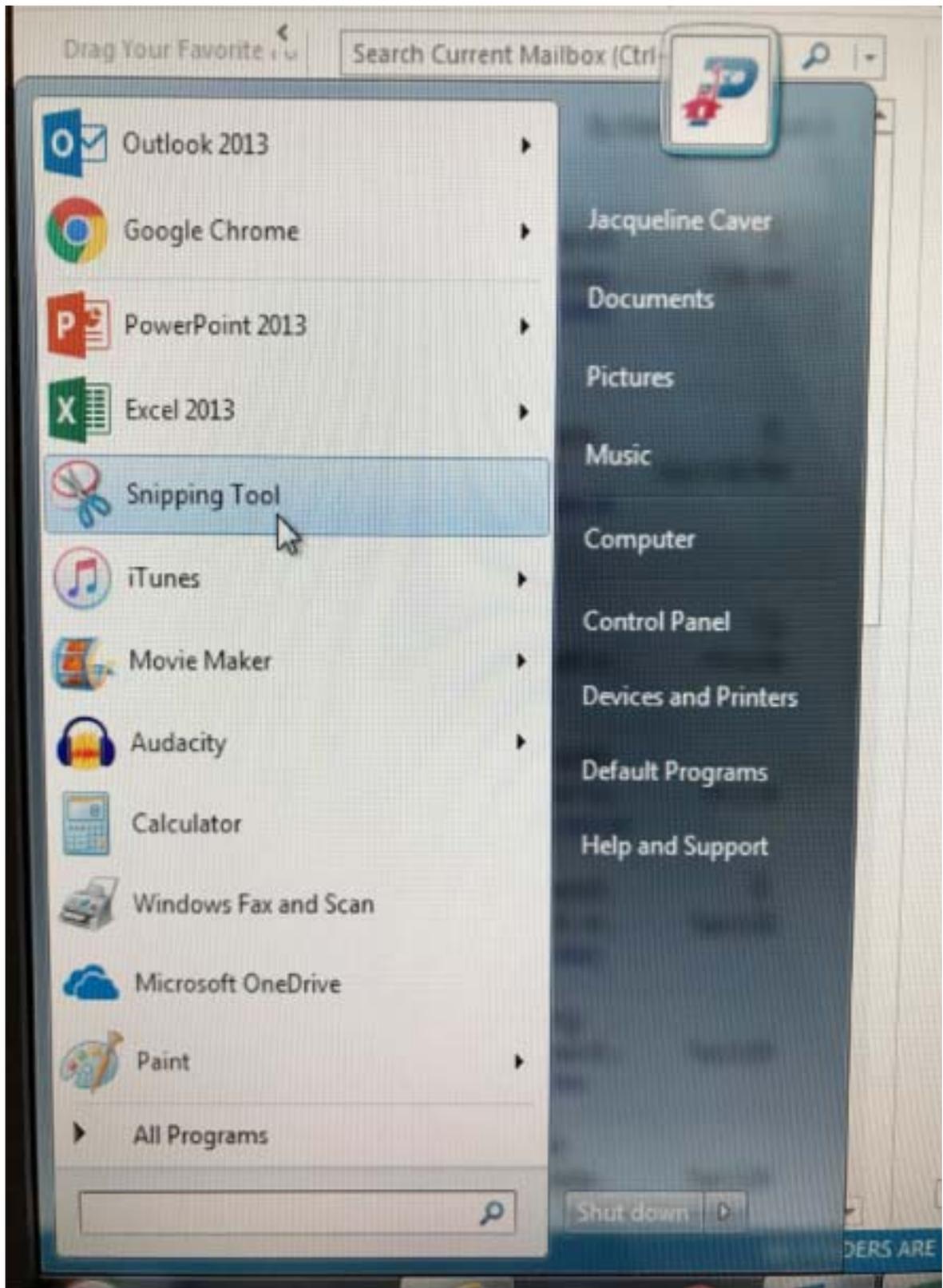
Exemplary Schools Program Recognition Helpful Hints

General

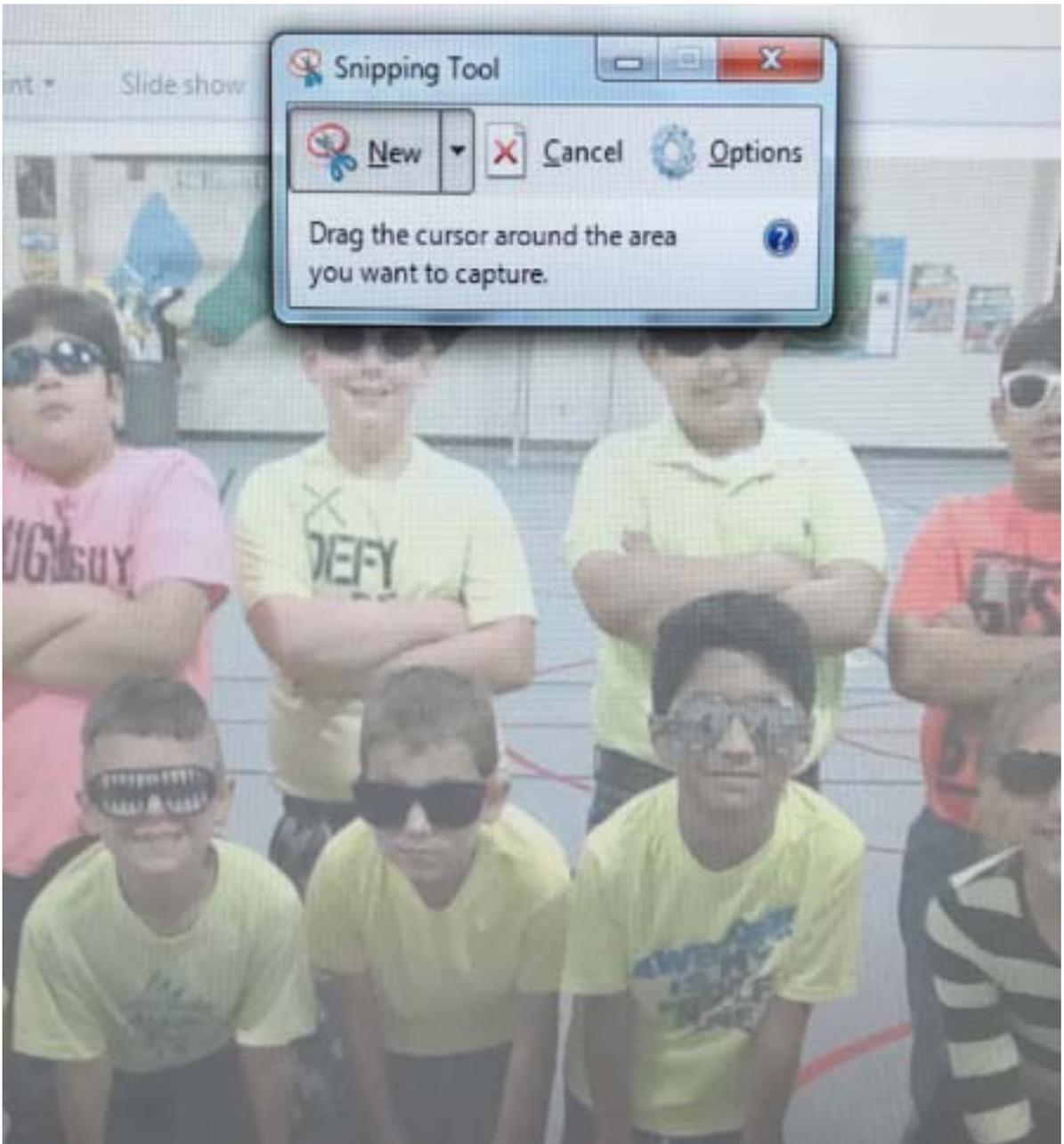
1. Start early! Begin gathering the evidence you need months ahead of time. One suggestion is to create a folder named ESP on your computer and then create folders within that folder for each of the criterion. As you gather your evidence, place it into the appropriate folder for easy uploading.
2. Save your documents as a PDF format. They will upload faster. You should be able to do this by choosing *Save As* and then changing the *Save as Type* to PDF.



3. Have someone look over your application that is **NOT** school personnel or an educator. See if it makes sense and is understandable to them without explanation.
4. Make sure to utilize the forms that have been made available within the application. These forms have been designed to include all the information that the committee is looking for.
For example: Class Enrollment form, Class Schedule form, etc.
5. Make sure **ALL** documentation refers to the school year indicated on the application. If you are completing the application during the summer or just before the August deadline, the information is to come from last school year not the current school year. Do not mix information from both school years.
6. Make sure you get “actual” signatures when the application requests their signature. Typed signatures are not acceptable.
7. There are helpful tools available that make attaching evidence to your application easy. The “snipping tool” in windows and the Grab option is available on Macs.
Here are the steps to follow for snipping tools:
Step 1: type in “snipping tool” in the search box found when you click on the windows icon (start button). Once you have opened it and used it, it will appear in your taskbar.



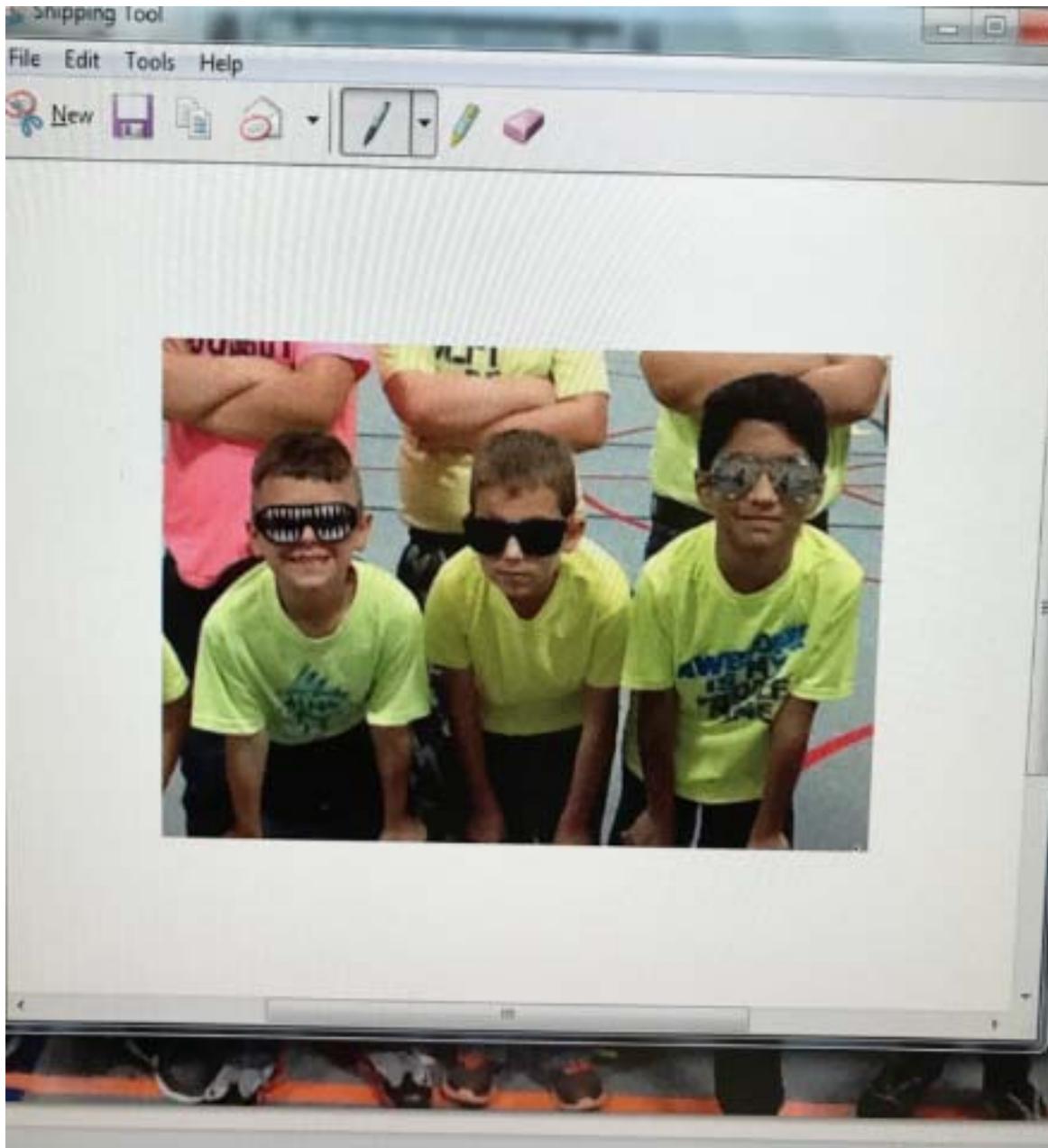
Step 2: Click on snipping tool and this pop up box comes up.



Step 3: Using the cursor create a box with the area you are wanting to snip.



Step 4: Save the snip or copy and paste the snip. You can also use the highlighter and highlight areas or words.



For Macs, the Grab option in the utilities folder provides more extensive options for saving screen snapshots. There are also the following are quit tips when using Macs to screenshot:

1. Print Screen: Press COMMAND+SHIFT+3 simultaneously to save an image of the entire screen to the Desktop.
2. Part of Screen: Press COMMAND+SHIFT+4 simultaneously to snip a specific area of the screen to the Desktop. Using the cursor create a box with the area you are wanting to snip.
8. In Criteria 7 when trying to justify 135 minutes of structured physical activity per week using a block schedule, (e.g. PE 3Xs Week 1, PE 2Xs Week 2...) provide

evidence of any alternative schedule, if using them to meet required activity minutes. Example: music schedule, recess schedule, Brain Gym/ Go Noodle classroom activities... A sample schedule showing how inclusion of physical activity minutes are met.

9. **All documents must be submitted electronically.**