**Massachusetts Department of Elementary and Secondary Education (DESE)**

**U.S. Presidential Scholars Program 2023-2024**

**GUIDELINES FOR NOMINATIONS BY SCHOOLS**

The purpose of the U.S. Presidential Scholars Program is to recognize and honor outstanding high school seniors and thereby to encourage high attainment among all students by recognizing students whose performance demonstrates excellence. For more information, see [DESE’s Presidential Scholars Program](https://www.doe.mass.edu/scholarships/pres-scholars/) and the [U.S. Presidential Scholars Program](https://www2.ed.gov/programs/psp/awards.html) web pages.  
   
**Eligible Student**: Massachusetts high school seniors who 1) will graduate between January and August 2024, 2) are U.S. citizens or legal permanent residents or will be by the application deadline date, and 3) are attending a Massachusetts public or private high school. Each school may nominate up to two students (of different genders). Students may be nominated in the general category or in the career and technical education category.   
   
**Eligible High School**: A Massachusetts public, private, parochial, or independent school, as well as those who are home-schooled are eligible.   
   
**School Nomination Criteria**: Each school may nominate up to two students of different genders (i.e., no more than one female, no more than one male, and no more than one non-binary student, per their gender listed in the state’s Student Information Management Systems, SIMS). The school may nominate students who have demonstrated outstanding scholarship and related excellence as a member of their school communities, and who might not otherwise be nominated through current SAT/ACT or arts recognition U.S. Presidential Scholars processes. Candidates should have demonstrated leadership; school and community involvement; and may receive discretionary points for extraordinary achievement, heavy workload, family responsibilities, or obstacles overcome. The student’s performance in these areas must be documented in the following document.   
   
Please note that the Presidential Scholar program allows each state’s commissioner to nominate up to 20 students for its “General” student category (with federal guidelines stating up to10 females, and up to 10 males), and additionally, up to five (5) Career Technical Education (CTE) students (of any gender), enrolled in Chapter 74 or Non-74 CTE programs, based on their accomplishments in CTE fields. Schools may choose to nominate students for the general category or the CTE category. The accompanying Individual School form provides space to indicate the category for which each student is being nominated. Regardless of category, the total number of students that a school may nominate is 2 total, and they both cannot be the same gender in the state’s student information management system (SIMS).   
   
**Selection Process**: The superintendent of schools, charter school leader, or private school director and high school principal shall nominate the school’s candidates by completing the [Individual School Form](https://www.doe.mass.edu/scholarships/pres-scholars/schoolform.docx), which must accompany a [Student Nomination Form](https://www.doe.mass.edu/scholarships/pres-scholars/studentform.docx) for each nominee. Incomplete submissions will not be considered so please make sure to complete all of the requested information.   
   
**General Information**: Staff of the Department of Elementary and Secondary Education (DESE) will review all nominations and select from them a group of students to present to the Commissioner, who will make the final selection. State level Nomination does NOT guarantee that the student will be selected as a U.S. Presidential Scholars recipient. Nomination by the state Commissioner advances the students to a second stage, in which the National Program Review Committee reviews all nominees from all states. Students selected through that review process (generally late winter) will advance to a final competition (generally in the early spring) and will be invited by the Presidential Scholars Program to complete a more detailed application. The Presidential Scholars will be selected at the national level from that finalist group (generally in the spring).   
   
**Required for Submission: The following sections must be completed and submitted for students to be considered:**

### The [Individual School Form](https://www.doe.mass.edu/scholarships/pres-scholars/schoolform.docx), completed by the school.

### Please use "(student name1\_student name2)\_School" as the name of the file. (Use “student name\_school” if nominating one student.)

### The [Student Nomination Form](https://www.doe.mass.edu/scholarships/pres-scholars/studentform.docx), completed by the School for each nominee (up to two total). *Complete sections A, B, and C for a General category nomination. Complete sections A,C, and D for a CTE category nomination.*

### Please use "(student name)\_Nomination" as the name of the file.

### Two Recommendation Letters for each nominated student (as described in the [Student Information Nomination Form](https://www.doe.mass.edu/scholarships/pres-scholars/studentform.docx), section C3). These can be letters written for college or a post-secondary program. These letters must be submitted as attachments with the rest of the forms.

### Submit one letter that describes the nominee’s character and leadership: What about this student makes them stand out as having outstanding scholarship and promise of future success? \

### Please use "(student name)\_REC1" as the name of the file.

### Submit another letter that describes what challenges the letter writer is aware of that this student has overcome while still maintaining integrity and academic success.

### Please use "(student name)\_REC2" as the name of the file.

### A Personal Statement from the nominee (as described in the [Student Information Nomination Form](https://www.doe.mass.edu/scholarships/pres-scholars/studentform.docx), section C4). Please have the student writing sample in font size 11 or larger and limited to 1-2 pages. (The student writing sample may be a college essay, a personal statement for a post-secondary program, or a previously completed classroom assignment.) It should be submitted as an attachment.

### Please use "(student name)\_WRITING" as the name of the file.

### FOR CTE NOMINEES ONLY: A paragraph describing the CTE student’s ingenuity and creativity (as described in the [Student Information Nomination Form](https://www.doe.mass.edu/scholarships/pres-scholars/studentform.docx), section D3). Submit a paragraph *(approximately 4 – 5 sentences) describing the nominee’s Ingenuity/Creativity/Problem Solving skills and how they have been displayed/demonstrated.*

### Please use "(student name)\_CTE-PARAGRAPH" as the name of the file.

**Due Date and Submission Instructions: Please email all required attachments in one email to** [achievement@doe.mass.edu](mailto:achievement@doe.mass.edu) **be submitted by 5:00 pm, Friday, October 6, 2023. Use “Nomination for Pres Scholar” in the subject line, and make sure to name the attachments as noted above.**

**CHECKLIST OF DOCUMENTS TO SUBMIT (THIS TABLE DOES NOT NEED TO BE SUBMITTED):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Check if included in submission** | **Form/document** | **Total Number of Forms if Nominating 1 Student** | **Total Number of Forms if Nominating 2 Students** | **Name this document as follows before you attach to your submission:** |
|  | One (1) Individual School Form per high school | 1 | 1 | If nominating one (1) student:  "(student name\_SCHOOL"  If nominating two (2) students:  "(student name1\_student name2)\_SCHOOL" |
|  | One (1) Student Nomination Form ***per student*** ***nominated*** by the high school   * For General nomination category, complete sections A, B and C * For CTE nomination category, complete sections A, C and D | 1 | 2 | "(student name)\_NOM- INATION" |
|  | Two (2) Recommendation Letters ***per nominated student*** | 2 | 4 | “(student name)\_REC1”  “(student name)\_REC2” |
|  | One (1) Personal Statement ***per nominated student*** | 1 | 2 | "(student name)\_ WRITING" |
|  | For CTE students only, one (1) paragraph describing their ingenuity and creativity | 1 (if CTE) | 1-2 (if one or two CTE) | “(student name)\_CTE-PARAGRAPH” |
|  | **TOTAL number of documents to include in your email submission** | **5-6**  *(5 if one Gen,*  *6 if one CTE)* | **9-11**  *(9 if two Gen,*  *10 if one Gen and one CTE, 11 if two CTE)* |  |

***Thank you for your support of all students, and for your efforts and consideration with nominations for this student recognition program.***

**Questions?** Please email the Office of Student and Family Support, with the subject line “Pres Scholar Question”.