

Your school number for the 2010 TFS Symposium is _____

REGISTRATION INSTRUCTIONS FOR SCANTRON FORMS

1. Use a #2 pencil only. Please write legibly! Completely fill in bubble squares on Scantron Forms, and completely erase mistakes.
 2. SCHOOL REGISTRATION: Fill out ONE scantron form to register your school.
 - a. Print name of school on "School" line.
 - b. Print name of coordinating teacher on "Teacher" line.
 - c. Print name of your school in spaces at top of bubble field. (Labeled Last Name, etc.)
 - d. Bubble in appropriate letter spaces to spell name of school. (Disregard Last Name, etc.)
 - e. In "Form" box at bottom of scantron, bubble in "School Form" box.
 - f. In "School Code" space at top right of scantron, write the 2-digit number assigned to your school. Bubble in corresponding spaces to the right. See example.
Example: School #24

- 2 1 ● 3 4 5 6 7 8 9
- 4 1 2 3 ● 5 6 7 8 9
3. TEACHER REGISTRATION: Fill out ONE scantron form for each teacher at your school who has students competing
 - a. School name: print on scantron in "School" space.
 - b. Teacher name: print on "Teacher" line.
 - c. Print same teacher name in space at top of bubble field.
 - d. Bubble in appropriate letter spaces to spell name of teacher.
 - e. In "Form" box at bottom left of scantron, bubble in "Teacher Form" box.
 - f. In "School Code" box at top right of scantron, write and bubble in school code that has been assigned to your school (see 2f above).
 - g. Do not fill in any other spaces on this form.
 4. STUDENT REGISTRATION: Fill out ONE scantron form for EACH student from your school who is registering for the competition.
 - a. School name: print on scantron in "School" space.
 - b. Teacher name: print in whose French class he is officially enrolled on scantron in "Teacher" space
 - c. Student name: print in space at top of bubble field.
 - d. Bubble in appropriate letter spaces to spell name of student.
 - e. "Student Form": bubble in box at lower left of scantron in "Form" box.
 - f. "School Code" space at top right of scantron: write and bubble in the school code that has been assigned to your school (see 2f above).
 - g. The "Student Level" space at top right will be used to indicate student level in the TFS ID

Number. In "Student Level" space on top right of scantron, write student's level (level at which student will compete) and bubble in the appropriate number space.

****Experienced students will bubble in #7.**

5. STUDENT LEVEL: (Roman numerals) Bubble in the level at which the student will be competing (see Texas French Symposium Constitution for level placement information and/or consult the Board of Directors if you are unsure of correct level placement.)
6. CATEGORIES OF COMPETITION:
 - a. Bubble in space to right of EACH category in which student will be competing
 - b. Consult carefully the page entitled "Competition Categories-Entry Limitation" and/or the TFS Constitution for maximum numbers of students allowed to register for each category.
 - c. Pencil/Charcoal: This category includes only black/grey tones.
 - d. Pastels/Colored Pencil: Entries for this category is near the bottom of the scantron form and includes all colored pencil/pastel entries. If your scantrons do not list pastel/colored pencil use "Other 1".
 - e. School video entry: Please register on the school registration form only. DO NOT register individual students for the video as there will be no individual awards or points given-only school points and awards. This allows students who are not coming to Symposium to compete in the video.
 - f. School scrapbook entry: Please register on the school registration form rather than on a student registration form. DO NOT register individually for the scrapbook as there will be no individual awards or points given-only school points and awards.
 - g. Soccer Entries: Please register on both the school registration form under "sporting event" and on the participating student's registration form.

ATTENTION!: Do not fold or staple the scantron forms. Please mail your return SCANTRON forms in the same protective folder in which they were sent so that the forms will not be damaged. Please alphabetize the scantron forms and the participation agreements in separate stacks.
ALPHABETIZE FORMS BY LAST NAME OF STUDENT--NOT BY LEVEL.

IMPORTANT ~ KEEP COPIES AT YOUR SCHOOL:

Make photocopies of ALL your registration materials before mailing the originals. Copy the student participation agreements (front and back) and the scantron form for each student. This is for your information and protection against loss in the mail.

****DO NOT send TFS any photocopied scantron forms--only originals!**

After registration materials have been processed by the TFS Board of Directors, you will receive a print-out of your registration information in early January. At that time, you should verify the information on the proof sheets against your photocopies and make any necessary corrections such as spelling errors, correct any overages in number of

students enrolled in events, etc.. Also, at this time you may replace no more than FOUR students who are not going to compete with students who had not registered. These replacement students (substitutes) must compete in the exact categories and the exact level that the previously enrolled student was going to compete. Really, this is just a substitution of name for name only - A TFS Substitution Form and Student Participation Agreement form is necessary for each substitution and will accompany this mailing.

Detailed instructions may accompany the proof sheets if there are problems with registration.

Any changes to the above will be listed in the letter accompanying proof sheets and registration correction forms which you will receive in January 2010.

Thank you for your diligence registering your students!

*****REMINDER: ALL REGISTRATION MATERIALS MUST BE POSTMARKED BY NOVEMBER 17, 2009. A LATE REGISTRATION FEE OF \$100 WILL BE ASSESSED FOR ENTRIES RECEIVED POSTMARKED AFTER THIS DATE.

RETURN ANY UNUSED SCANTRON FORMS WITH YOUR COMPLETED REGISTRATION MATERIALS, THEY MAY BE USED FOR FUTURE REGISTRATIONS.

MAIL ALL REGISTRATION MATERIALS TO: Toby J. Freeman, President. Texas French Symposium. 5222 Long Creek Lane. Houston, Texas 77088.