



# ORANGE COUNTY ACADEMIC DECATHLON

## School Registration Checklist

**Deadline: Wednesday, November 15, 2023**

School Name: \_\_\_\_\_

Coach Initials

- \_\_\_\_\_ 1. **Online Registration/Team Roster** (An individual Google sheet will be sent to each school)
- \_\_\_\_\_ 2. **Fee Form**
- \_\_\_\_\_ 3. **Payment:** Check or purchase order from the school. Schools cannot participate without payment on file.
- \_\_\_\_\_ 4. **Parent/Guardian Consent Form:** One form for each Decathlete.
  - **Must be signed by parent/guardian** – Typed name on the signature line is not acceptable.
- \_\_\_\_\_ 5. **Student GPA Packets:** One packet must be completed for each Decathlete organized in the following order:
  - a. **GPA Computation Form:** One typed form for each Decathlete in the scholastic and varsity GPA categories.
    - Students competing in the Honor GPA category do not need a GPA computation form.
  - b. **Student Transcript:** One official transcript for each Decathlete (including the Honor GPA category).
    - All courses included on the GPA form must be highlighted on the transcript (not needed for Honor).
    - Transcript **MUST** be signed or stamped by a school counselor.
- \_\_\_\_\_ 6. **Calculator Use Form:** All participating Decathletes using calculators must specify the model they plan to use.
- \_\_\_\_\_ 7. **Academic Integrity Policy Form:** All Decathletes must sign the integrity form.
- \_\_\_\_\_ 8. **Proctor Affidavit Form:** All proctors must sign an affidavit form.
- \_\_\_\_\_ 9. **Each school must recruit at least one adult volunteer for the competition. Volunteers must register at [www.ocde.us/decathlon](http://www.ocde.us/decathlon) (click on "Volunteer Information").**

**Choose one of three options to submit registration paperwork by November 15, 2023:**

- 1. **By US mail:** Orange County Department of Education, ATTN: Kristin Rigby – Red Hill, 200 Kalmus Drive, Costa Mesa, CA 92626
- 2. **By inter-district mail:** OCDE #94 - ATTN: Kristin Rigby, Red Hill
- 3. **In person:** Schedule an appointment to drop off registration materials at the Orange County Department of Education’s Red Hill Building at 2910 Red Hill Ave, Costa Mesa. Email [OCAD@ocde.us](mailto:OCAD@ocde.us) to schedule.

**To keep student information secure, please do not email your registration materials to OCDE.**

**Coaches are encouraged to keep copies of all registration paperwork.**

**For questions or more information, contact Theresa Bernard, Project Liaison, Academic Events  
(714) 966-4316 | [OCAD@ocde.us](mailto:OCAD@ocde.us) | [www.ocde.us/decathlon](http://www.ocde.us/decathlon).**