



## ENTRY CHECKLIST

**Project Deadline: Tuesday, March 31, 2009, 5:00 p.m.**

### Checklist:

- I have met the deadline of **5:00 p.m. on Tuesday, March 31, 2009.**
- I am entering no more than two student entries or one student-created entry and one teacher-created entry.
- The student work was completed between January 2008 and the entry deadline.
- I have completed the electronic entry form per the directions online at <http://ito.lacoe.edu/dva>.  
NOTE: Incomplete entry forms may disqualify the entry.
- I have printed out the online entry form and am submitting it via U.S. or school mail ("Blue Bag"/"Jet Mail") with my technology project.
- This technology project is clearly labeled with the following information:
  - ❖ Title of Project
  - ❖ Name of Submitting Teacher
  - ❖ Name of Student, if Independent Project
  - ❖ Name of School
  - ❖ Name of District
  - ❖ Curricular Category
  - ❖ Grade Level Category (Elementary or Secondary)
- I have on record parent releases of students whose images appear in this project. I also have students and parent permissions to submit this project.
- In respect to copyright laws, I have received permission for use or given credit and cited all elements (images, music, etc.) of this project that are not original.
- I have put May 16, 2009 on my calendar for the awards program.