

Deadline Summary for HS VASE Teachers 2024

("Timeline for HS VASE Teachers" has more detailed information)

Beginning in September:

Start identifying potential VASE students. The **Student Agreement & Artwork Release** form and the **Practice Intent Form** are both available outside of the login (VASE home). This is especially helpful if you have students for Fall Semester only; all of the entry parts can be ready by December 1. **Be proactive so you don't have to rush in the end!**

December:

Register as a VASE Teacher on the HS VASE Home page <https://www.taea.org/VASE/default.asp> beginning on December 1. You must be registered as a teacher before adding entries.

January / early February:

1st Deadline, Add / Delete Deadline (30 days out from Regional Event). The number of entries at MIDNIGHT on this date must be accurate; this is the number of entries you will be responsible for paying (you can edit the entries later, but the number of entries may not be changed after MIDNIGHT).

January:

Print, then submit your invoice to the campus bookkeeper and request payment.

Payments are due by 2nd deadline to the TAEA office in Dallas (address on invoice).

January / February:

2nd Deadline, Editing Deadline (15 days out from Regional Event). Edit entries until midnight.

MUST have accurate—

- Division (number of HS credits; same for each with two entries)
- Dimension (2D/3D)
- Unique, creative titles
- Correct spelling of student name AND email address (same for each with two entries)

February:

3rd Deadline, Entry Upload & Certification Deadline (8 days out from the Regional Event).

- **Student Intent & Artwork Identification Forms** MUST be finished and **checked by the teacher** by MIDNIGHT.
- **Artwork Photos** of the **COMPLETED ARTWORK** must be edited and uploaded by MIDNIGHT.
- **Reference PDFs** MUST be completed and uploaded by MIDNIGHT.
- **Student Agreement & Artwork Release Form** MUST be signed and uploaded by the teacher by MIDNIGHT.
- Teacher **MUST** have each entry **CERTIFIED** by MIDNIGHT.
- **Failure to have all three uploads and Online Intent Form completed AND the entry CERTIFIED by MIDNIGHT will result in a DNA rating for that entry.**
- **SUGGESTION: Tell students to finish everything on their end by Wednesday so you have time to CERTIFY ALL ENTRIES by MIDNIGHT Friday.**

February / early March:

Regional Certification Form Deadline, Friday (1 day out) before Regional Event.

All teachers should have the **Regional Certification Form** and **Teacher Check-In / Out Form** signed by the principal, and in their possession by the end of the school day on Friday; they must be turned in at Teacher Registration.

- If the teacher will be present all day, the principal signature is not needed on the Check-In/Out Form; just fill it in.
- If the teacher will be absent part or all of Event Day, the principal must sign the completed form.

After Regional Event: Print Juror Rating Forms once your Regional Director has released them (usually in the evening after the event). Prepare social media / press release to share your students' success.