

Deadline Summary for Junior VASE Teachers ***(JV Timeline for Teachers has more detailed information)***

December:

Register as a Junior VASE Teacher on the Junior VASE Home page

<https://www.taea.org/JRVASE/default.asp>

beginning on **December 1**. You must be registered as a teacher before adding entries.

December/February:

Recruit students to complete and enter artwork for Junior VASE.

Read the revised Junior VASE Rules & Policies, and all updated presentations and timelines.

Late February-Early April:

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 to pay for (you can edit the entries later, but the number of entries may not be changed after MIDNIGHT).

Day after 1st Deadline:

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).

March-April:

2nd Deadline, Editing Deadline (10 days out from Regional Event). Edit entries until midnight.

MUST have accurate—

- Division (correct Junior VASE level)
- Dimension (2D/3D)
- Unique, creative titles
- Correct spelling of student name AND email address

March-early May:

3rd Deadline, Data Upload & Certification Deadline, Thursday (2 days out) before the Regional Event.

- Student Intent and Artwork Identification Forms **MUST** be finished and checked by the teacher by MIDNIGHT.
- Artwork Photos must be edited and uploaded by MIDNIGHT.
- Reference PDFs **MUST** be completed and uploaded by MIDNIGHT.
- Student Agreement & Artwork Release Forms **MUST** be returned, scanned/photographed, and uploaded by MIDNIGHT.
- **Teacher MUST have each entry CERTIFIED by MIDNIGHT.**
- Failure to have all four uploads completed, AND entry CERTIFIED by MIDNIGHT will result in a DNA rating for that entry.
- **SUGGESTION: Tell students to finish everything on their end by Wednesday night / Thursday morning so you have time to CERTIFY ALL ENTRIES by MIDNIGHT Thursday.**

March-early May:

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

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

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.