

Deadline Summary for HS VASE Teachers

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

Beginning in September:

Start identifying potential VASE students. The **VASE Program Artwork Release** form and the **Fillable 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!** **Your Regional Director is no longer allowed to "FIX" things that have been overlooked.**

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. **If you have had students work on artwork and the forms needed, you could have students ready to start uploading entry parts on Dec. 1.**

January / early February:

1st Deadline, Add / Delete Deadline (30 days out from Regional Event; varies by 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**). In each entry, double-check student emails, double-check HS art credits, including HS Art 1 in middle school.

January / early February (morning after Add/Delete Deadline):

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

Payments are due 10 days before your event to the TAEA office in Dallas (address on invoice).

NEW!!!

The 2nd deadline (Editing) and the 3rd deadline (Upload / Certification) have been COMBINED!!!
Student Data deadline (when students lose their dashboard access) is still 3 days before your Final Deadline.
Your Final Deadline (Editing / Uploading / Certification) is 10 days before your event. Dates vary by event.

Here's what to expect:

Final Deadline is for Editing / Uploading / Certification (10 days out from Regional Event).
Complete ALL entries by midnight; NO FIXES allowed.

Final Deadline: Teachers MUST have accurate—

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

AND students and teachers MUST have finished and uploaded—

- **Online Intent Forms MUST be finished and checked by the teacher.**
- **Artwork Photos of the COMPLETED ARTWORK MUST be checked by the teacher.**
- **Reference PDFs MUST be completed and checked by the teacher.**
- **Teacher MUST CERTIFY each entry.**

Failure to have the entire entry completed AND CERTIFIED by MIDNIGHT will result in a DNA rating for that entry.

NO FIXES will be allowed after this deadline.

SUGGESTION: Complete the first set of tasks (formerly due by the Editing Deadline, 15 days before the event) a week before the Final Deadline (less pressure at the end). Remember: you can still edit these until the Final Deadline.

February: have these forms signed and collected the week before your event

- **Regional Certification / Teacher Check-In/Out Form & Artwork Release Forms** must be signed and in teacher's possession by Friday before Regional Event.
- **Regional Certification/Teacher Check In-Out Form** must be turned in at Teacher Registration.
- **VASE Program Artwork Release Forms** are collected, the stack **alphabetized** and turned in at Teacher Registration.

After the 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.