Steps for school contact people prior to the Challenge finishing:

1. Establish who will receive a Hall of Fame Medal, indicated on the Student Reading Record.

2. Inform parents/carers that if their child is being awarded a Hall of Fame Medal their name can appear on the website.

3. Establish at each school whether parent consent is already covered or if a specific consent form should be signed by the parent/carer. Please note – no consent forms are required to be sent in to DECS.

4. Have the Student Reading Record of all Hall of Fame medal students signed by an adult to indicate the student’s name can be printed on the website.

5. At data entry time, tick the column ‘Consent to print name’. For DECS schools there is a button on the bottom toolbar called ‘Add consent’ in the ‘Select student screen’ in EDSAS. When the button is selected a ‘Y’(es) will show up to the right of the student’s name. For non-government schools a tick box is on both the ‘New’ and ‘Existing’ student screens. Details are included in the current Data Entry Fact Sheets.

6. The Hall of Fame Honour Roll will appear on the PRC website in the same week as medals are received in schools.