

December 5, 2011

Dear Junior Division teachers,

Last year we began using the SEFI website for our regional and state fair registration. During the transition year, teachers and students were asked to enter school, student, and project details on both the IPFW website as well as the SEFI website. This year all project related information and fair registration will be entered only on the SEFI website www.sefi.org. The IPFW website www.ipfw.edu/scifair will still be your resource site for regional fair information including deadlines, fair details, helpful directions, and forms.

There are several changes that affect grades 6-8 and attached is a Teacher Quick Guide that explains them.

This year you have the choice of entering all your students on the SEFI site at any time before Pre-Experimentation Review deadline (Jan. 25) **OR** only the students that advance to the regional fair. There are pros and cons to each method (described in the Teacher Quick Guide). Once students are entered on the SEFI site by the teacher, each student will have their own log-in to access the site.

The important thing is that students who need Pre-Experimentation Review for their project still need to submit their forms with a research plan to IPFW by the Jan. 25 deadline, regardless of whether they are registered on the SEFI site or not.

I'm attaching directions for entering students on the SEFI site and encourage you to do a test run as if you were the student. You can delete the test student name from your teacher page when you are done. This may help you decide what would work best for your class. The Teacher Quick Guide and Online directions are also posted on the IPFW website www.ipfw.edu/scifair

If your students all register on the SEFI site and do the questionnaire, they will not be informed if they need to do Pre-Experimentation Review. Any student answering YES to a question on the SEFI site must participate in Pre-Experimentation Review. We suggest having all students print their completed questionnaire for you to see so you are aware of how they answered the questions. (They need to hand write their names on it.)

The Junior division form on the SEFI site is also found on the IPFW site. From either the SEFI site or the IPFW site, the Junior Division 2-page form can be filled out electronically and saved. When saving the form, they should add their name to the file so they don't save over each other's files if sharing computers.

Please call me if you have questions or want to walk thru this process together. Thank you for your continued support of science in your school!

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