



## PRINCIPAL'S COMMITMENT FORM

TO: SECME, INC.

FROM:

School -- Please Provide Complete School Title

School District -- Please Provide Complete District Title

State

My school wishes to establish a SECME program at our school. I understand that establishing a SECME Program entails no SECME National Office registration fee.

I have assigned the teacher named below to serve as the SECME School Coordinator who will act as our school liason with the SECME District Program Director (if applicable) and the SECME National Office. I commit my support to our SECME school program. My SECME School Coordinator understands that his/her responsibilities include:

- Design SECME Program Implementation Plan for our school that aligns activities to district needs. SECME Program Implementation Plan information is available in the *SECME Toolbox* on the SECME Website at [www.secme.org](http://www.secme.org).
- Coordinate SECME school activities to include SECME student competition preparation (this can be at the school, local, district, region, or state level). Updated yearly, the *SECME National Student Competition Guidelines* are available on the SECME Website at [www.secme.org](http://www.secme.org) after our school is registered in the SECME National database.
- **Register school with SECME National database** (required); **update annually in the SECME National database** (required). Instructions from the National Office will be emailed upon receipt of this signed form.
- **Enroll students with SECME National database** (required); **update annually in the SECME National database** (required). Instructions from the National Office will be emailed upon receipt of this signed form.  
**Please note:** The Student Manager data fields is NOT IN VIOLATION of the Family Educational Rights and Privacy Act (FERPA). In 2005 and again in 2014, the SECME National Office contacted the U.S. Department of Education's Family Policy Compliance Office to confirm that the student information SECME collects is within compliance with Federal law that protects the privacy of student education records.
- Oversee students' on-line self-reporting process. Reminders will be sent via the SECME online monthly newsletter: *Spotlight*.
- **Submit school Annual Report to SECME National** (required). Reminders will be sent via the SECME online monthly newsletter: *Spotlight*.

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SECME School Coordinator's Name (PLEASE PRINT)

SECME School Coordinator's Email Address

Principal's Name (PLEASE PRINT)

Principal's Email Address

Principal's Signature

Date

**Please email or fax to the SECME National  
Office  
(470) 235-1910  
[secme@coe.gatech.edu](mailto:secme@coe.gatech.edu)**