ENGLISH

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The following information from the student's school is required to complete the Step Up to STEM application: (1) a teacher recommendation [to be completed by the applicant's 7th or 8th grade science, technology, engineering, math, science, or STEM teacher]; (2) a counselor recommendation [to be completed by the applicant's guidance counselor OR alternatively, an AIG coordinator/counselor, an academic advisor, or a school administrator]; and (3) academic records. The applicant must give the teacher and guidance counselor the instructions for submitting these application components.

It is the **student's responsibility** to ensure this information is submitted in order to complete his/her application by **February 3, 2027 (5:00 pm ET)**. Below are templates that students may use to email their teacher and guidance counselor to request that they provide information for the application. Please contact us with any questions at stepup@ncssm.edu or 919-416-2784.

Teacher Email Template (ENGLISH)

Dear [Teacher Name],

I am applying for the Step Up to STEM program, and I will need your assistance to provide information about my academic performance. The process should take no more than 10-15 minutes, and this information is needed no later than February 3, 2027 (5:00 pm ET).

Offered by the North Carolina School of Science and Mathematics (NCSSM), Step Up to STEM is an innovative, week-long, interdisciplinary summer residential program that uses real-world subjects with rising ninth and tenth graders across North Carolina and builds their skills in STEM and communications. The application is open to current 8th grade students who live in North Carolina (*Note: Students who are accepted into and complete the program as rising 9th graders are then offered a spot to return for a second summer of programming.*). Please click here to learn more about the program.

Details
In order for you to submit a recommendation on my behalf, I must first submit your name and email address via the online Step Up to STEM application portal. Once I submit your information, you will then receive an automated email from noreply@mail.smapply.net inviting you to complete an online recommendation form. All information you submit about me in the recommendation is confidential. Once the recommendation form is submitted, you will then receive an automated confirmation email. For questions, please email stepup@ncssm.edu.

Sincerely,
[Student's First and Last Name]

Counselor Email Template (ENGLISH)

Dear [Counselor Name],

I am applying for the Step Up to STEM program, and I will need your assistance to provide information about my academic performance, as well as to submit my academic records. The process should take no more than 10-15 minutes, and this information is needed no later than February 3, 2027 (5:00 pm ET).

Offered by the North Carolina School of Science and Mathematics (NCSSM), Step Up to STEM is an innovative, week-long, interdisciplinary summer residential program that uses real-world subjects with rising ninth and tenth graders across North Carolina and builds their skills in STEM and communications. The application is open to current 8th grade students who live in North Carolina (*Note: Students who are accepted into and complete the program as rising 9th graders are then offered a spot to return for a second summer of programming.*). Please click here to learn more about the program.

Details
In order for you to submit a recommendation on my behalf and to provide my academic records, I must first submit your name and email address via the online Step Up to STEM application portal. Once I submit your information, you will then receive an automated email from noreply@mail.smapply.net inviting you to complete an online recommendation form. All information you submit about me in the recommendation is confidential.

Within the online recommendation form, there will also be information about submitting my academic records. The academic records that will need to be submitted are:

- 7th grade report card (entire academic year)
- 8th grade report card (first semester only)
- EOG test scores (or other standardized test scores) from 6th and 7th grades

The records can be submitted in one of the following ways:

- By uploading within the application system (academic records must be uploaded as one single file)
- By emailing to: stepup@ncssm.edu.
- By requesting a transcript transfer via Parchment/Scribbles

Once the recommendation form and academic records are submitted, you will then receive an automated confirmation email. For questions, please email stepup@ncssm.edu.

Sincerely,
[Student's First and Last Name]