



Policy: Student Council Pre-Candidacy Intent and Eligibility Clearance

Effective Date: March 19, 2026

Subject: Candidate Vetting and Application Release Process

I. Purpose

To ensure that all students seeking a position on the Student Council meet the academic, behavioral, and character requirements of the school before entering the formal application phase. This "Eligibility First" approach prevents students from investing significant time in the application process if they do not meet the foundational criteria for leadership.

II. The Two-Step Process

Step 1: Submission of Intent

Before a student is provided with an official application packet, the **Student Council Advisor** must collect a "Declaration of Intent" from the interested student.

- **Submission Method:** Advisors will maintain a digital or physical "Intent to Run" log.
- **Required Data:** Student Name and the specific Council position they are interested in.

Step 2: Administrative Clearance

Advisors must submit the list of names to administration for a formal eligibility check. Approval will be based on:

1. **Academic Standing**
2. **Behavior and Discipline**
3. **Attendance**

III. Application Distribution

No application materials shall be distributed to any student prior to receiving official clearance from the administration.

- **Approved Students:** Once cleared, the Advisor will formally invite the student to the application phase and provide the necessary documents (essays, teacher recommendations, etc.).
 - **Non-Approved Students:** The Advisor will meet privately with any student who did not receive clearance to discuss the specific reasons and provide guidance on how to improve eligibility for future opportunities.
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IV. Timeline Requirements

Action	Deadline
Submission of Intent Names by Advisors	10 business days prior to the start of campaigning
Administrative Review	Within 3 business days of submission
Application Release	Immediately following clearance

V. Confidentiality

Advisors and administrators must treat the "Intent to Run" list with strict confidentiality. A student's failure to pass the initial vetting process should not be disclosed to the student body or other faculty members not involved in the approval process.