

Teacher Submission Checklist

Check eligibility

- Students are in **grades K–8**.
- You are submitting on behalf of your **school** (not as an individual parent).

Get parent/guardian permission

- Make sure each participating student's parent/guardian has **approved**:
 - Their child entering the contest, **and**
 - Progress Learning using the student's **first name, last initial, grade, school, district, and artwork in the platform**, on our website, and on social media if they win.

Confirm content guidelines

Each entry must follow contest guidelines as outlined in the [Contest HelpDoc](#).

- An **original alien design** (no AI, no traced/borrowed art).
- School-appropriate** for K–8.
- It **must NOT** include:
 - Real people or realistic classmates/staff
 - Weapons, graphic violence, or gore
 - Nudity or sexualized content
 - Drugs, alcohol, smoking, or vaping
 - Hate symbols or discriminatory/bullying content
 - Self-harm or suicide themes
 - Political messages or campaign materials
 - Licensed/copyrighted characters (from movies, TV, games, books, etc.)

Prepare files or artwork

- Digital**:
 - File names follow this format: **District_Grade_StudentFirstNameLastInitial**
 - Example: **APS_6_AaronR**
 - Files are in a shared folder (Google Drive, OneDrive, etc.) with **view access** for Progress Learning - you can share with marketing@progresslearning.com.
- Physical**:
 - Each artwork is labeled with student **first name + last initial, grade, district**.
 - Include a **cover sheet** with teacher name, school, district, and contact email.
 - Remember: **Mailed artwork will not be returned**.

Complete the submission form

- Submit **one form per shared folder or per envelope**.
- Enter at least one student's name; other students will be identified from the file labels.

Share prize info with admin (optional but smart)

- Winners receive a **custom plaque, swag, and a gift card for their teacher**.