

Scholarship Application Guidelines

Requirements for scholarships vary. Follow specific instructions on each application.

Scholarship applications REQUIRING Counselor signature and/or Counselor recommendation letter:

- ★ Completed applications, including recommendation letters, essays, photo, IRS forms, etc., will be turned in to your Counselor's Secretary, Mrs. Shahan or Mrs. Edwards (see box). **Incomplete applications will not be accepted.**

Counselor Secretaries

- ◆ Mrs. Shahan – B. McGinnis, C. Morris, R. Diaz
- ◆ Mrs. Edwards – T. Bruce, J. Everett, S. Mouton, B. Lamb

- ★ Approach counselors to confirm that they are able to write a recommendation letter at least 2 weeks in advance of deadline.
- ★ Completely fill out Senior Profile Packet and turn in to your senior counselor (**2 weeks before recommendation letter is needed**).
- ★ It is the students' responsibility to make personal copies of all applications.
- ★ Students' will request Transcripts from the Registrar's Office (\$2 fee-cash only) (**at least 10 days in advance**).
- ★ Check – "Hold for counselor" on Transcript request form. Also, include the name of the scholarship.
- ★ SAT/ACT scores are included on your transcript.
- ★ AP scores are posted on your transcript only upon student request.
- ★ Completed applications, including transcripts, will be mailed and documented by Counselor Secretary.

Scholarship applications NOT REQUIRING anything from the Counselor:

- ★ Completed applications, including recommendation letters, essays, photo, IRS forms, etc., will be turned in to the Registrar Secretary. **Incomplete applications will not be accepted.**
- ★ Request transcript (\$2 fee-cash only) from Registrar Office (**at least 10 days in advance**).
- ★ It is the students' responsibility to make personal copies of all applications.
- ★ Completed applications, including transcripts, will be mailed and documented by Registrar Secretary.

Transcript Requests:

Due to the large volume of transcript requests, we ask that requests be made 10 days before application deadlines. This will insure that applications can be mailed by the specified deadline.

- ★ Request forms are located in the Registrar's Office.
- ★ Attach \$2 fee (cash only) for each official transcript request. \$1 fee for unofficial transcripts.
- ★ Students must provide the mailing address of the institution.
- ★ Official transcripts are not given to students or parents. They are mailed directly from the Registrar's Office to the institution requested.