

Incline High School
2012 Scholarship Program
Application Checklist

BEFORE SUBMITTING A HARDCOPY OF YOUR ONLINE SCHOLARSHIP APPLICATION TO MRS. McLOCHLIN:

THIS CHECKLIST IS PROVIDED TO VERIFY YOUR SCHOLARSHIP APPLICATION IS COMPLETE. YOU SHOULD ANSWER **YES** TO ALL THE FOLLOWING QUESTIONS **PRIOR** TO SUBMITTING YOUR ONLINE APPLICATION AND PRINTING A HARDCOPY.

1. AM I SUBMITTING MY SCHOLARSHIP APPLICATION BEFORE OR ON THE DEADLINE DATE OF **2:30 P.M., TUESDAY, FEBRUARY 14, 2012?** YES NO - APPLICATION IS VOID
2. HAVE I PROOFED MY APPLICATION FOR SPELLING AND GRAMMATICAL ERRORS?
 YES NO - **PROOF** YOUR APPLICATION (OR HAVE SOMEONE ELSE DO SO)
3. ON PAGE 1 OF THE APPLICATION, HAVE I VERIFIED THAT MY WEIGHTED CLASS RANK, CUMULATIVE WEIGHTED GPA, AND SPRING CLASSES MATCH THOSE ON MY TRANSCRIPT? YES NO – CHANGE THE INFORMATION ON YOUR APPLICATION TO MATCH YOUR TRANSCRIPT
4. IF I HAVE NOT TAKEN THE SAT OR ACT TESTS AND PLAN TO ATTEND A COMMUNITY COLLEGE OR VOCATIONAL/TRADE SCHOOL, HAVE I INCLUDED MY PSAT TEST SCORES?
 YES NO – SEE MRS. SCHELLINGER TO OBTAIN YOUR OFFICIAL TEST SCORES
5. HAVE I ATTACHED DOCUMENTATION OF MY ACT/SAT/AP TEST SCORES RECORDED ON MY APPLICATION? YES NO – APPLICATION IS VOID
6. HAVE I VERIFIED THE ACCURACY OF THE VOLUNTEER HOURS LISTED ON MY APPLICATION AND HAS MRS. McLOCHLIN SIGNED MY APPLICATION?
 YES NO – MRS. McLOCHLIN'S SIGNATURE IS REQUIRED AS VALIDATION OF HOURS
7. IF REQUESTING FINANCIAL AID, HAVE MY PARENTS/GUARDIANS PROVIDED THE REQUIRED GROSS FAMILY INCOME?
 YES NO – INFORMATION MUST BE INCLUDED IN APPLICATION
8. IF REQUESTING FINANCIAL AID, HAVE MY PARENTS/GUARDIANS AND I WRITTEN STATEMENTS EXPLAINING MY ANTICIPATED ASSISTANCE?
 YES NO – STATEMENTS MUST BE INCLUDED IN APPLICATION
9. IF REQUESTING FINANCIAL AID, HAVE I APPLIED FOR FAFSA AND INCLUDED THE DATE OF SUBMISSION ON MY APPLICATION? YES NO – DO SO.
10. HAVE I PUT MY HARDCOPY APPLICATION IN THE REQUESTED ORDER (ZOHO ONLINE APP PRINTOUT, RESUME, ESSAY, FINANCIAL NEED STATEMENTS, TRANSCRIPT, TEST SCORE DOCUMENTATION, FAFSA

SUBMISSION RECEIPT, SENIOR PICTURE (IF NOT SUBMITTED DIGITALLY): YES NO – PUT IN CORRECT ORDER

11. HAVE I COMPLETED THE *TRANSCRIPT REQUEST FORM* AND SUBMITTED IT TO MRS. SCHELLINGER?
 YES NO – COMPLETE AND SUBMIT REQUEST
12. IF I HAVE OBTAINED MY TRANSCRIPT, DOES IT INCLUDE ALL THE REQUIRED INFORMATION-- SENIOR FALL SEMESTER GRADES, A LIST OF SENIOR SPRING CLASSES, WEIGHTED CUMULATIVE GPA, CLASS RANK OUT OF TOTAL CLASS SIZE.
 YES – SEE QUESTION NUMBER 4 NO – CHANGE APPLICATION TO MATCH TRANSCRIPT
13. HAVE I ATTACHED MY COLLEGE TEST SCORES REPORTS, SINCE COLLEGE TEST SCORES (ACT/SAT/AP/SATII) ARE NO LONGER AVAILABLE ON MY TRANSCRIPT?
 YES – SEE QUESTION NUMBER 4 NO – ATTACH TEST SCORES BEFORE MAKING COPY.
14. AM I ABSOLUTELY POSITIVE THAT THE INFORMATION CONTAINED IN THE APPLICATION BEST REPRESENTS ME AND MY FINANCIAL NEED, IF APPLICABLE, TO SCHOLARSHIP DONORS?
 YES NO – RE-WRITE RESUME, AUTOBIOGRAPHY, AND FINANCIAL NEED STATEMENTS
15. IF I HAVE NOT SUBMITTED BY SENIOR PHOTO WITH MY ONLINE APPLICATION, HAVE I SUBMITTED A PICTURE IN THE REQUIRED FORMAT?
 YES NO – INCLUDE PHOTOGRAPH IN REQUIRED FORMATS

REMEMBER SUBMITTING AN APPLICATION DOES NOT GUARANTEE YOU WILL RECEIVE A SCHOLARSHIP.