



Instructions/Notes for Completing Dollars for Scholars Application Online

Information you will need:

- GPA
- Test Scores: SAT/ACT/AP
- Activity Resume
- Parent's email and phone number
- Guidance Counselor/Registrar for transcript request: **Mrs. Teasdale....jteasdale@fairport.org**

To get to the Application and create your profile.....

Login at: <http://fairport-perinton.dollarsforscholars.org> Click on the "**Students and Parents**" tab
Then click on "**Don't have an account yet? Create one here**"

When creating your profile:

- You must select "Fairport High School"
- Fill out the **Basic Info** page and submit – you will *receive an email to verify your profile and create an unique password*
- Under the **My Information** section work on your profile by clicking on the gray button that says "**Work on profile**"

Continue to complete your profile by filling out each section under the "**My Information**":

- ❖ **Basic Info:** complete the rest of the portions not completing when you created a login
- ❖ **Additional Info:** under "Highest Level of Education Completed" choose "**Some High School**"
- ❖ **Schools:** under "Current Grade Level" choose "**Senior in High School**"
under "College Information/Intended College" select "**At least 1 college you have or plan to apply to**"
under College Information/"Anticipated degree type" select "**Bachelors**" for a 4 year school, "**Associates**" for a 2 year school
- ❖ **GPA:** under "GPA Information Available" choose "**I have high school GPA information only**"
Don't check weighted box, check box for "**My school used the same GPA scale for all grade levels**"
enter your **cumulative GPA info only** (do not enter anything for grade 9-12)
"Cumulative HS GPA Scale" is "**100.00**"
- ❖ **Class Rank:** FHS does **NOT** rank students,
- ❖ The next 5 categories (**Test Scores, Activities, Awards, Employment, Documents**) – make sure to click "**I don't have any...**" if you don't have anything to add to the category otherwise it will remain incomplete

The more information you include, the more likely you are to qualify for scholarships.

- ❖ **Parent/Guardian Info:** If you are under 18, you must get parent permission to submit your application

- ❖ **Financial Info: Local** Fairport Dollar for Scholars scholarships are not need based – financial info is **NOT** Required. It is not necessary to enter you FASFA EFC – click “I do not wish to include financial information”
- ❖ **Essays: BOTH essays are required** – **Goals & Aspirations and Unusual Circumstances**
(brief essay – max approximately 2 double spaced typed pages)

The **Unusual Circumstances Essay** should describe something unique about yourself that is not reflected in the rest of the application. It can be a positive or negative experience such as internship, travel, community service, activity, illness, death or change in the family that affected your academic achievement, work, or participation in school or community activities.

❖ **References/Transcripts:**

Transcript Requests: When you click on “Add Counselor/Registrar Information” do NOT use your Guidance Counselor but use Mrs. Joanna Teasdale, jteasdale@fairport.org, 585-421-2108

Reference Requests: You are required to submit at least one reference – your counselor, teacher or other professional adult who can speak highly on your behalf. Let them know they will receive your request via email and will submit their letter online. **It is best to pick someone who has already written a letter for you.**

Once all parts of “My Information” are complete, you can click on “My Scholarships” to view any and all scholarships you qualify for.

Before you see the list of scholarships, you will be asked to answer Custom Eligibility questions. After you submit those questions, a list of scholarships will appear.

- Be sure to answer **NO** for the **affiliate questions related to Allegany County**

Click on “Verify Eligibility for All Scholarships.” Some scholarships require additional essays and/or references that must be completed before the “Submit App” button activates. ***If no further info is required, the “Submit App” will already be active and available to click.***

Upon completion you must click “Submit App” for every scholarship you qualify for.

Your submitted applications will be listed under the “Submitted Applications” section.

You can get back into your profile at any time via the button on the Student and Parent’s page

Click to Login 

Questions: see Mrs. Teasdale or Mrs. Kenny
in the Guidance Library

