

Online Application Deadline:

Thursday 2/6/25 @ 11:59pm

Instructions/Notes for Completing Dollars for Scholars Application Online

Information you will need:

- GPA
- Test Scores: SAT/ACT/AP (if you have any)
- Activity Resume
- Parent's email and phone number
- Guidance Counselor/Registrar for transcript request: **Mrs. Smith....tammy.smith@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 the "**Scholarship Opportunities**" tab, then "**Student Profile**"

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 a 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." When filling out fields in **Basic Info** all items marked with (**) are required before the form can be submitted. Under My Dashboard your profile will reach 100% complete when all of the (*) items in each section are complete. If a field is not marked with a (**) or (*), providing the info is optional.

If you don't complete your profile, you may not qualify for all scholarships.

- ❖ **Basic Info:** complete the rest of the portions not completed 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**" 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**". **DO NOT 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.**" (for example use 91.4, don't try to convert to a 4.0 scale)
- ❖ **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. Test scores include SAT, ACT, AP scores. For Documents you don't need to add anything here. You can check "I have entered all of my additional documents".

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

- ❖ **Parent/Guardian Info:** If you are under 16, you must get parent permission to submit your application (you should all have a message show up in **green that says "consent not required"**) Select "I choose not to include my parental information".
- ❖ **Financial Info: Local** Fairport Dollar for Scholars scholarships are not need based – financial info is **NOT** Required, select "Save and Continue."
- ❖ **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.

Both essays do not have to be extensive – just enough to sufficiently convey your thoughts.

- ❖ **References/Transcripts:**

Transcript Requests: When you click on "Add Counselor/Registrar Information" **DO NOT** use your Guidance Counselor but use **Mrs. Tammy Smith**, tammy.smith@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 during your college search process. Many use their guidance counselor if they have already written a letter.**

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.

Click on "**Verify Eligibility for All Scholarships**." Some scholarships require additional essays and/or references that must be completed before the "**Apply**" button activates. ***If no further info is required, the "Apply" will already be active (& in red) and available to click. Repeat of you change your profile.***

Upon completion you must click "**Apply**" for every qualified scholarship you want to apply for.

Your submitted applications will be listed under the "**Scholarships I've Applied For**" 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. Smith or Mrs. Kenny in the Guidance Library



Tips & FAQ:

- ❖ When completing your profile, notice the progress bars. The color level indicates the level of completeness of each section. **Red** - not started, **Yellow** - started but not completed, **Green** – complete.
- ❖ Items marked with a double ** are required to move on from each section.
- ❖ Items marked with a single * are factored into your profile completion percentage.
- ❖ Complete all starred fields to move your profile to 100% complete. Note: being 100% does NOT mean you have applied to scholarships.
- ❖ Some scholarships require GPA information.
- ❖ Some scholarships require Test Score information.
- ❖ Some scholarships require Activity information. The Activity Form appears when you click “Add an activity.” When entering an Athletic Activity, you will also need to enter a level of involvement. Make sure to enter any Award, Honors, or Offices held associated with this activity.
- ❖ Some scholarships require Employment information. Enter all Employment history and information from the last 4 years.
- ❖ Some scholarships require additional open ended questions and/or additional references. Click on the active Questions and/or References buttons to complete the additional information.
- ❖ Additional question or reference information may be required before submitting an application for certain scholarships. The Apply button will activate only after these are complete. If no further information is required, the Apply button will already be active.
- ❖ To be eligible for a scholarship, you MUST click APPLY.
- ❖ You can work on your profile over time – it will save.

Q. My profile isn't at 100% completion, how do I know where I'm missing information?

A. All the sections of the profile are color coded by completion - red = not started, yellow = started but not completed and green = complete. Look for the red or yellow sections in your profile, this is where you are missing information.

Q. My profile is at 100%, does that mean I'm done?

A. Not necessarily! You have to apply to any scholarships you want to be considered for, your profile is not automatically submitted. Go into the My Scholarships section of your profile to see the list of scholarships you have met the requirements for and submit to all of them you want to be considered for.

Q. My parent/reference/school official isn't receiving any emails, what do I do now?

A. First, double check to make sure you didn't mistype their email address or use a different one than they are checking. Once that is confirmed, make sure they are checking their spam folders, our emails will end up there from time to time. If they still cannot locate the email, please have them contact us directly so we can investigate further. They can reach us at dollarsforscholars@scholarshipamerica.org

Q. How do I apply for a scholarship?

A. Go into the My Scholarships section of your profile, you will see a list of all the scholarships you have met the requirements for and will see the associated submit buttons. If you do not see any scholarships listed here, you are not currently meeting the eligibility requirements of any open scholarships. Be sure to check through your profile to confirm the information is correct and reach out to your local chapter to confirm their eligibility requirements.

Q. Can I apply to my matched scholarship(s) even if my transcript/reference information isn't submitted yet?

A. Yes, you can apply to your scholarship(s), your counselor and reference will still be able to complete their portion.

Q. How can I change my answers to an eligibility question?

A. If the associated scholarships are still open, you may be able to change your answer yourself by clicking on "Edit Answers" on the Verify Eligibility screen. If you are not able to change your answer on your own, please contact our support team by clicking on the "Support" button in the lower-left corner of the screen. In your message, please be sure to specify which question you answered incorrectly so that your answer can be reset.

Q. How do I accept a scholarship I've been awarded?

A. Go into the My Scholarships section of your profile and towards the bottom of the page you will see the Awarded Applications table. Any scholarships you have been awarded will be listed here along with an accept button to the right for any you haven't accepted yet. Click the accept button and follow the instructions on the subsequent page to complete your acceptance. You can view a PDF that walks you through accepting a scholarship [here](#).

Q. When will my scholarship funds be sent to my college?

A. When the funds are sent depends on the local chapter who awarded you the scholarship - contact them directly to confirm their timeline and if they have any requirements you must complete before the check will be sent.

Q. How do I contact my local Dollars for Scholars chapter?

A. Your local chapter's website is linked on the upper right of your profile. Follow the link to their website and then use the information listed on the Chapter Contact section of their website to contact them.

If you haven't found the answer to your question, click on the gray ?Support button in the left corner of the screen and send us a support ticket with the details of your question.