



## Helpful Hints for Filling Out The Student Profile

### Things you will need:

- EMAIL that you can check frequently that is not your school email.**  
You may receive emails from SD4S about your student profile and if you are lucky enough to receive an award, you will be in communication before **and** after you graduate.

- COPY OF YOUR OFFICIAL TRANSCRIPT**  
You will need your un-weighted GPA and what scale your school uses. For example, a 3.0 GPA on a scale of 4.0

You will need your weighted GPA is your school uses weighted grades. You will need to know what scale your school uses. For example, a 4.25 on a scale of 5.0

You will need your Class Rank if your school does ranking. You will need to know what system your school uses for rank (integer, percentile, etc).

The system asks for your un-weighted rank but if you put in weighted grades you should put in your weighted rank.

- SAT/ACT SCORES**  
You will need to provide this information so make sure you have your College Board account information handy.

- ACTIVITIES (CLUBS AND VOLUNTEER) /AWARDS/ HONORS**  
You will need to provide this information so make sure you have your **Common Application** information handy . If you have a **resume**, you can copy and paste off of it.

\* Please note that this information may be confirmed with your Guidance Counselor so make sure to only put activities you are actively involved in.



**EMPLOYMENT HISTORY**

You will need to provide this information so make sure you have your **Common Application** information handy. If you have a **resume**, you can copy and paste off of it.

- FAFSA FORM THAT SHOWS YOUR EFC-** Estimated Family Contribution is a measure of how much your family can contribute to the cost of your education. Pell Grant Eligibility is also listed on this form.

**\*\*The EFC amount is required for all scholarships that have a need - based requirement.**

PARENTS INFORMATION- You can enter in your parents name/phone number/email if you want them to provide the necessary information.

**GOALS AND ASPIRATIONS ESSAY**

This essay is **mandatory** and should describe your plans as they relate to your educational and career objective. It should be no more than 500 words and can be copied into the application from another document. You cannot attach a document. If any of your **college essays or supplemental essays** discuss this topic, you can use them.

**UNUSUAL CIRCUMSTANCES ESSAY**

This essay is **mandatory** and should describe how and when any unusual family or personal circumstances affected you. It should be no more than 500 words and can be copied into the application from another document. You cannot attach a document. . If any of your **college essays or supplemental essays** discuss this topic, you can use them.

**GUIDANCE COUNSELOR NAME AND EMAIL FOR TRANSCRIPT REQUEST**

You will need to provide this information and an automated email will be sent to your Guidance Counselor with a line saying” A student from your school, John Doe, has registered on the Dollars for Scholars website and listed you as their high school School Official with access to transcript information.”

**\*\* This should be done in early February to allow time.**



**REFERENCE CONTACT INFORMATION**

You will need to provide contact information for the contact you have asked for a reference. An automated email will be sent to that contact with a line saying “John Doe has requested you complete a recommendation for their Dollars for Scholars scholarship application.”

\* Please ask your contact in advance before clicking on the reference button.

\*\* This should be done in early February to allow time.

**SEARCHING FOR SCHOLARSHIPS**

You must click on Search for Scholarships to see if you match to or if there are any updates to any open scholarships.

If you match to any scholarships, you must click on the APPLY button as the system does not automatically apply you for them.