Storm Lake
Dollars for
SCHOLARS®
A Program of Scholarship America®

We award scholarships to high school seniors from Storm Lake Public and Storm Lake St. Mary's who plan to further their education at an accredited two-year or four-year college or university
or an accredited vocational-technical school.
Our scholarships are awarded based on merit.

Any graduating senior may apply; Storm Lake Charter School students who plan to further their education may apply when they have <u>completed</u> their Charter School program.

> This packet will help you complete our **online** application form.
>
> Read more about our program and our scholarships at our website:
>
> www.StormLake.dollarsforscholars.org

Questions? Email sldollarsforscholars@gmail.com
Please put "Student Profile/Application" in the subject line.

The online application form will be open
from mid-December to early February.
You WILL NOT be able to apply for scholarships after February 9, 2018.

Please read these pages carefully. You must complete ALL steps as outlined to be considered a candidate for a scholarship(s).

There are three sections to these instructions:
>Getting Started
>>This is where you set up your account.

>Part A- My Information
>>This is where you enter your personal information.

>Part B- My Scholarships
>>This is where you apply for scholarships that you're eligible for. Some scholarships require a short essay response before the application can be submitted.

Our scholarships are awarded based on merit and consider the **total person**. Your online application form will be scored by the computer system and will be awarded up to 240 points as follows:

80 points	Personal Data: Work Experience, Activities, Leadership Contributions, Education/Career Objective, Unusual Circumstances
40 points	Applicant Appraisal: An evaluation by someone who knows you well
80 points	Scholastic Performance: Your Grade Point Average
40 points	Scholastic Aptitude: Your ACT score

Getting Started

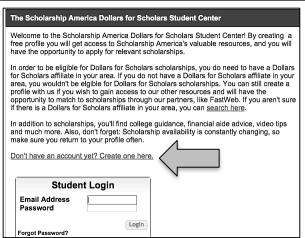Go to website (www.StormLake.dollarsforscholars.org) and click on the **Students & Parents** tab

___ **Click to Login**

___ **Click here** to set up your account.

___Enter *School Name, City, State, Zip* data. Select school.

____ Charter students will also select
STORM LAKE HIGH SCHOOL

Step 2: Fill Out Your Basic Information

Please complete the following fields and check the box at the bottom of the page to agree to our terms and condition. All items with a double star (**) are required before the form can be submitted. If you have any issues or questions, please click on the gray ? Support button on the bottom left side of the screen to submit a help ticket to us with the details of your issue/question.

[Submit] [Cancel]

** Legal First Name ?	Sample
** Legal Last Name ?	Student
** Primary State or Province	Iowa ⬍
** Primary Address Line 1 ?	123 Tornado Dr
Primary Address Line 2	
Primary Apartment	
** Primary City ?	[Search] Criteria: **storm** [Unselect] ⦿ STORM LAKE
** Primary County	BUENA VISTA ⬍
** ZIP or Postal Code	50588
** Which school district do you reside in? ?	[Search] Criteria: **storm** [Unselect] ⦿ STORM LAKE COMM SCHOOL DISTRICT
** Birthdate (mm/dd/yyyy)	01/01/1999
** Email Address ?	sample_student@abc.com
** Confirm Email Address	sample_student@abc.com
** Primary Phone Number	712-555-5555
Primary Phone Text Capable - check box	☐
** Current Grade Level	Senior in High School ⬍
** Year Graduated/ Expected Graduation from High School	2018 ⬍
* Intended College 1	Iowa Central Community College - Fort Dodge - Fort Dodge [Remove] [Select]
Intended College 2	[Select]
Intended College 3	[Select]
** Race ?	Other ⬍
Race if Other	
** Ethnicity	Other ⬍
Ethnicity If Other	

> Charter Students select "Senior in High School"

> Charter Students select 2018

___ Complete all ** information.
  Note for *School District* field: All students should enter *Storm Lake Comm School District*.
  Current Grade Level should be Senior in High School
  Year Graduated/Expected Graduation from High School should be 2018.

___ Check your email for Login information (the email is from Scholarship America) and follow the directions for setting up your password. The email should be sent immediately; check your SPAM folder if you don't see it in your Inbox.

___ Write your Login information down in a safe place.

___ **Login** to the system again. You will be taken to your specific Dashboard. Take note of the different sections but especially: **My Information** and **My Scholarships**.

___ Click the **Click Here** button in the My Information section to begin working on your profile. You should see your **Basic Info**. The instructions that follow will help you enter information needed to apply for the Storm Lake Dollars for Scholars scholarships.

Note: You can **Logout** (top right corner) at any time. To revisit your Profile and continue entering data, go to www.StormLake.dollarsforscholars.org and login at **Students & Parents**

Note: When entering data, pay attention to the fields marked ***** or ****** as directed in the instructions that follow.

My Information

Your profile is 80% complete.

You still have an incomplete profile. You will reach 100% complete when all the starred (*) items in each section are complete, however you may still apply for scholarships with less than 100% complete. If you do not complete your profile, you may not qualify for all scholarships. To work on your profile, [Click here]

To have a complete profile, the following supplementary information may be required. Request this information by going to the appropriate section of your profile. Current status of these pieces are:

Transcript Information from Counselor: **Requested**
Recommendation from Counselor or other Reference: **Not started**
Consent from Parent or Guardian: **Over 18; consent not required**

My Scholarships

•To search and submit to scholarships or accept scholarships you've been awarded [Click Here]

Check this section often, as scholarships open and close all the time. When new scholarships open for which you qualify, they will automatically populate this area. We recommend you check back weekly so that you do not miss any new opportunities.

Questions? Email sldollarsforscholars@gmail.com
Please put "Student Profile/Application" in the subject line.
OR
Click the **Support** tab at the side of the screen and
send your question to ChapterNet support staff at Scholarship America.

Part A: My Information

Basic Information Page

Click **Enter Basic Information**.

___ Complete all ****** information.

Note: We do NOT require a photo.

Additional Information Page

You should see *Birthdate, Ethnicity, Race* from your initial get-started entry process.

___ Complete all ** information and as much * information as you can but especially this field: *First Generation to Attend College?*

You do not need to complete the "Other Information" section.

Schools Page

You should see *High School You Expect to Graduate From* information from the initial get-started entry process.

___ Complete all ****** information.

　　Charter School students should mark *Senior in HS*

　　Year Graduated: Charter School students should mark *2018*

___ Complete as much ***** information as you can but especially the *Intended Major* fields.

My Information

- Basic Info
- Additional Info
- **Schools**
- GPA
- Class Rank
- Test Scores
- Activities
- Awards
- Employment
- Documents
- Parent/Guardian Info
- Financial Info
- Essays
- Transcripts & References
- Help

My Scholarships

My Opportunities

My Scholarship News

My Resources

You must complete all the double starred (**) items in order to submit the form and you must complete all of the single starred (*) items to move your progress towards 100%. All other items are helpful in matching to scholarships, but optional.

[Hide] Grade Level

> *Charter students also select Senior*

** Current Grade Level: Senior in High School

[Hide] High School Information

> *Charter students also select 2018*

** Year Graduated/ Expected Graduation from High School: 2018

** High school you graduated from/expect to graduate from/last attended: [Search] [Unselect]
　● STORM LAKE HIGH SCHOOL - STORM LAKE, Iowa

I received my GED ☐

[Hide] College Information

* Intended College 1: Buena Vista University - Storm Lake [Remove] [Select]
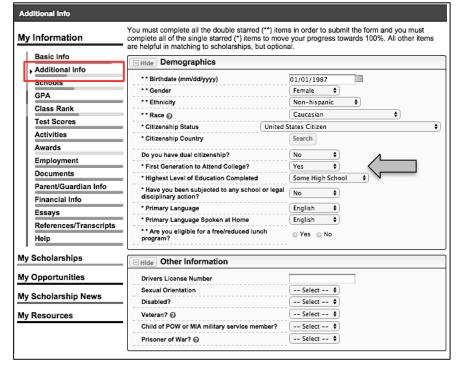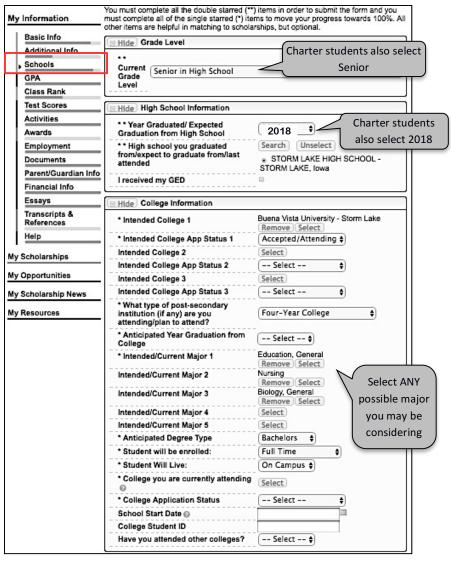
* Intended College App Status 1: Accepted/Attending

Intended College 2: [Select]

Intended College App Status 2: -- Select --

Intended College 3: [Select]

Intended College App Status 3: -- Select --

* What type of post-secondary institution (if any) are you attending/plan to attend?: Four-Year College

* Anticipated Year Graduation from College: -- Select --

* Intended/Current Major 1: Education, General [Remove] [Select]

Intended/Current Major 2: Nursing [Remove] [Select]

Intended/Current Major 3: Biology, General [Remove] [Select]

> *Select ANY possible major you may be considering*

Intended/Current Major 4: [Select]

Intended/Current Major 5: [Select]

* Anticipated Degree Type: Bachelors

* Student will be enrolled: Full Time

* Student Will Live: On Campus

* College you are currently attending: [Select]

* College Application Status: -- Select --

School Start Date:

College Student ID:
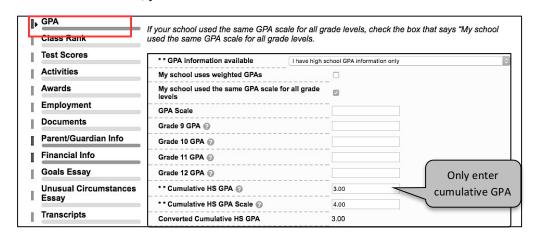
Have you attended other colleges?: -- Select --

GPA Page

___ For *GPA Information Available*, select: *I have high school GPA information only.*
　　Do NOT check the two statements that begin "My school does not calculate" and "My school uses weighted GPAs."

___ Enter your *Cumulative HS GPA* as of 12/31/2017. This is the ONLY GPA needed. Your guidance counselor will be asked to verify your cumulative GPA, based on a 4.0 scale.
　　Note: If you have a GPA over 4.0, you'll still enter 4.0.

- **GPA**
- Class Rank
- Test Scores
- Activities
- Awards
- Employment
- Documents
- Parent/Guardian Info
- Financial Info
- Goals Essay
- Unusual Circumstances Essay
- Transcripts

If your school used the same GPA scale for all grade levels, check the box that says "My school used the same GPA scale for all grade levels.

** GPA information available: I have high school GPA information only

My school uses weighted GPAs ☐

My school used the same GPA scale for all grade levels ☑

GPA Scale:

Grade 9 GPA:

Grade 10 GPA:

Grade 11 GPA:

Grade 12 GPA:

** Cumulative HS GPA: 3.00

> *Only enter cumulative GPA*

** Cumulative HS GPA Scale: 4.00

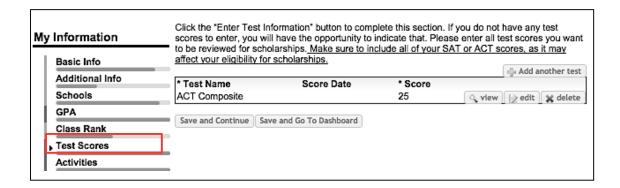Converted Cumulative HS GPA: 3.00

Class Rank Page

Not Required by Storm Lake Dollars for Scholars. If you choose to enter this information, please select "Integer" in response to *What system does your school use?* and enter your Class Rank and Class Size information as noted on your report card at the end of the first semester

Test Scores Page

When you have an ACT composite score to enter, click **Enter Test Information**.

___ Complete ****** information for *ACT Composite* scores ONLY.

    Note: ACT Composite scores are used when scoring this scholarship application. If you do not enter a test score, you will be hurting your odds of earning a scholarship.

Activities Page

Click **Enter Activities Information**.
Click **Add Another Activity**.
___Complete all ***** information for each activity.

My Information		
Basic Info		
Additional Info		
Schools		
GPA		
Class Rank		
Test Scores		
Activities		
Awards		
Employment		
Documents		
Parent/Guardian Info		
Financial Info		
Essays		

Click the "Enter Activities Information" button to complete this section. Please list all school activities in which you have participated during the past 4 years (e.g. student government, music, sports, etc.) as well as all community activities in which you have participated without pay during the past 4 years (e.g., Red Cross, church work, etc.). <u>Make sure to include all of your activities, as it may affect your eligibility for scholarships.</u>

[Add another activity] [I have entered all my activites]

* Activity Name	* Activity Type			
High School Musical	Music/Theater/Arts/Activities	view	edit	delete
Jazz Band	Music/Theater/Arts/Activities	view	edit	delete
Basketball	Athletic Activities	view	edit	delete
Tennis	Athletic Activities	view	edit	delete
Cross Country	Athletic Activities	view	edit	delete
BAseball	Athletic Activities	view	edit	delete
All State Tryout	Music/Theater/Arts/Activities	view	edit	delete
Drumline	Music/Theater/Arts/Activities	view	edit	delete
Youth Group	Church/Religious Activities	view	edit	delete
HOnor Society	Clubs and Organizations	view	edit	delete
KBVU	Community Service Activities	view	edit	delete
Piano	Community Service Activities	view	edit	delete
DECA	Clubs and Organizations	view	edit	delete

You must complete all the double starred (**) items in order to submit the form and you must complete all of the single starred (*) items to move your progress towards 100%. All other items are helpful in matching to scholarships, but optional.

** Activity Name	High School Musical
** Activity Type	Music/Theater/Arts/Activities
** Activity ⊘	Play/drama productions (musicals, one–act plays, etc.)
** Number of Years ⊘	1
** Total hours spent on this activity per year ⊘	45
Activity Description	Participated in a minor role during our school's spring production of "Hello Dolly!".
Activity Organization Name	
Activity Organization Address	
Activity Start Date ⊘	03/09/2015
Activity End Date ⊘ *if applicable*	05/08/2015
How many hours of this activity were necessary for Graduation?	0

> Please read Note 1 and Note 2

Awards, Honors, Offices

Please enter all awards, honors, or offices you've received for this activity.

Type	Description	Year	
-- Select --		-- Select --	Delete
Add New			

Note 1: An Activity is NOT a class but a class can include an activity if you've participated in it as an extra part of the class. For example, Choir is NOT an activity but HS Musical, trying out for All State or participating in the Solo/Ensemble Contest IS an activity. Band (Concert, Marching) is NOT an activity but Jazz Band, Pep Band, trying out for All State and Honor Bands, or participating in the Solo/Ensemble Contest IS an activity. Three more examples: DECA is an activity ONLY if the student advances to the National Competition, however, if the student is involved in DECA a second year--independent of the Marketing class--it IS an activity. AVID is a class; it is NOT an activity. If you get a grade based on your participation, it is NOT an activity.

Note 2: In **Activity Description**, please type *This was a one- or two-time event* for any community-service activity that is NOT an ongoing activity or something you participated in as part of a class requirement. (Examples might include: blood donor, adopt-a-highway, adopt-a-family, tornado/flood cleanup, can cage, phone-a-thon, meals-on-wheels, Santa's Workshop, Just Feed One)

___ Enter *Offices, Awards, or Honors* earned.
   Note: We define <u>*award*</u> in this way: specific or special recognition given to a student for his or her <u>outstanding achievements</u> in a classroom or extra-curricular school or community activity by a coach, teacher, adult leader and/or peers. This includes earning a "letter" in a school activity. We define <u>*honor*</u> in this way: specific or special recognition given to a student for his or her <u>outstanding efforts</u> in a classroom or extra-curricular school or community activity by a coach, teacher, adult leader and/or peers.
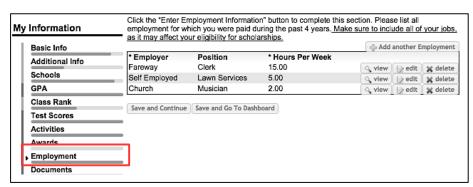
Awards Page

Not Required by Storm Lake Dollars for Scholars.

Employment Page

Click **Enter Employment Information**.
___ Complete all * *information.
   Note: Create separate entries for
   summer employment and school-year
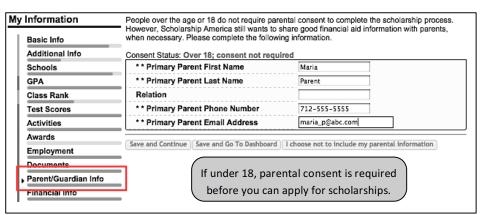   employment.

Documents Page

Not Required by Storm Lake Dollars for Scholars.

Parents/Guardian Info

Click **Edit Parent Information**
___ Complete all ** information.

If you're 18 or over, click **I choose not to include my parental information** or **Save and Continue** or **Save and Go to Dashboard**.

If you're under 18, enter your parent/guardian's information and click

Request Consent from Parent/Guardian. Then ask your parents to check their email and to follow the online instructions to set up an account and to Grant Consent. Tell your parents that the email comes from Scholarship America, not you. If your parents do not have an email address, enter sldollarsforscholars@gmail.com as the Primary Parent Email Address. Then you MUST print a form and ask a parent to sign it and turn it into your guidance counselor. This form is available from your guidance counselor. A link to print the form yourself is also available on the Student/Parent Log In page on the website. Before you click the large red "Click to Login" button to enter your email/password, there is a link titled "Print Consent Form" on the bottom of the webpage.

If applicable, you may also select **I am legally emancipated.**

If you are under 18 years of age, you will not be able to apply for scholarships (Part B of this process) until your parents grant consent!

Financial Information Page

Storm Lake Dollars for Scholars does *not* award scholarships based on financial need so we do NOT require that you complete the financial information page.

Essays Page

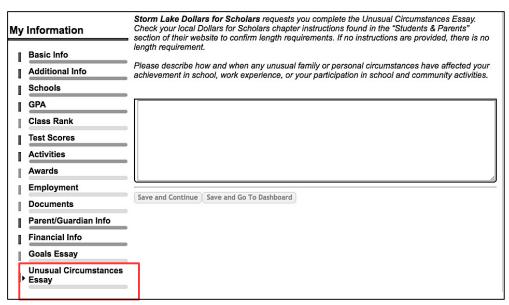___*Goals and Aspirations Essay*: Make a statement of your plans as they relate to your educational and career objectives and future goals. Please do NOT include your name in this information. Your statement should show a plan of progressive steps, writing about each step as clearly as possible and with as many details as possible. Information that could be included in these steps: college major or emphasis of study, post-graduate plans, plans for employment or re-location after graduation, and plans for business ownership or sharing of skills in community.

___Enter *Unusual Circumstances Essay*: Please report any unusual family or personal circumstances you feel warrant the attention of the Awards Committee. Unusual circumstances include: illness of self or family member, chronic medical condition or life-threatening illness, physical or learning disability, recent tragedy, divorce, recent refugee or immigrant, and major financial difficulty in family. Points are also awarded for short explanations of how you were affected by the unusual circumstance and how you overcame this adversity. Please do NOT include your name in this information.
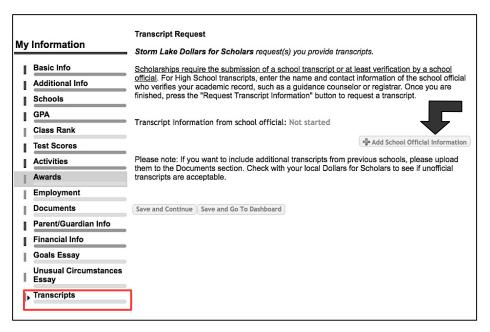
Note: Enter *N/A* if this section is not applicable to your application.

Please spellcheck, proofread and grammar check your work. Responses to these essays CAN be copied and pasted from a Word document if you need the spellcheck feature!
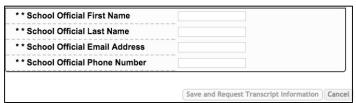
References/Transcript Page

Click **Add School Official Information**.

___ Complete all ** information using the guidance counselor contact information below...

Transcript Request

Storm Lake Dollars for Scholars request(s) you provide transcripts.

Scholarships require the submission of a school transcript or at least verification by a school official. For High School transcripts, enter the name and contact information of the school official who verifies your academic record, such as a guidance counselor or registrar. Once you are finished, press the "Request Transcript Information" button to request a transcript.

Transcript Information from school official: Not started

Add School Official Information

Please note: If you want to include additional transcripts from previous schools, please upload them to the Documents section. Check with your local Dollars for Scholars to see if unofficial transcripts are acceptable.

Save and Continue   Save and Go To Dashboard

My Information
- Basic Info
- Additional Info
- Schools
- GPA
- Class Rank
- Test Scores
- Activities
- Awards
- Employment
- Documents
- Parent/Guardian Info
- Financial Info
- Goals Essay
- Unusual Circumstances Essay
- Transcripts

Send email to your appropriate guidance counselor:
Ms. Jodi Theisen jtheisen@slcsd.org 712.732.8065
Ms. Sandy Mouw smouw@slcsd.org 712.732.8065
Mrs. Brittany Hill bhill@slcsd.org 712.732.8065
Mrs. Connie Smith csmith@stormlakecatholic.com
712.732.4590

** School Official First Name
** School Official Last Name
** School Official Email Address
** School Official Phone Number

Save and Request Transcript Information   Cancel

Click **Request Transcript Information**. Note: Storm Lake Dollars for Scholars does NOT require a Transcript; counselors are asked to enter student's GPA and ACT Composite test score only.

Click **Add Reference Information**.

___ Complete all ** information. Please select a teacher, guidance counselor, or someone associated with your life who can vouch for your character. Do not select a family member or other relative.

Click **Save and Request Appraisal**.

___Complete the last page of this packet – Instructions for Completing Applicant Appraisal – and give it to the person you selected to be your reference.

___ Click **Save and Go to Dashboard**. Look at **My Information** section.

Reference Request

Storm Lake Dollars for Scholars requests you provide references.

Scholarships require the submission of a recommendation. Make sure you follow any instructions provided by your local Dollars for Scholars affiliate. Please enter the name and contact information of your selected reference. Once you are finished, press the "Request Recommendation" button to request a recommendation be completed.

Recommendation from Reference: Not started

Add Reference Information

Save and Look for Scholarships   Save and Go To Dashboard

My Information
- Basic Info
- Additional Info
- Schools
- GPA
- Class Rank
- Test Scores
- Activities
- Awards
- Employment
- Documents
- Parent/Guardian Info
- Financial Info
- Goals Essay
- Unusual Circumstances Essay
- Transcripts
- References

___ *Your profile is xx% complete* message: If you've worked through every instruction so far, you've completed the information required by Storm Lake Dollars for Scholars. Entering additional data (marked *) will move your percentages closer to 100% and may make you eligible for other state and national scholarships awarded by Scholarship America. We encourage you to complete Part B of these instructions first so you're sure to be considered for our local scholarships.

___ *Financial Information, Transcript Information*, and *Recommendation:* You'll see the words "Not Started" or "Requested" or "Complete." Keep in touch with your counselor and the individual you asked for a recommendation until you see that both have been completed – and your parents (if you're under 18 and therefore need their consent to apply for scholarships).

___ Note these sections: **My Scholarships, My Opportunities, My Scholarship News, My Resources**. Take a closer look at My Opportunities where we post announcements and reminders from the Storm Lake Dollars for Scholars chapter and My Resources where you can print a resume based on the information you entered into your profile.

My Information

Your profile is 80% complete.

You still have an incomplete profile. You will reach 100% complete when all the starred (*) items in each section are complete, however you may still apply for scholarships with less than 100% complete. If you do not complete your profile, you may not qualify for all scholarships. To work on your profile, [Click here]

To have a complete profile, the following supplementary information may be required. Request this information by going to the appropriate section of your profile. Current status of these pieces are:

Transcript Information from Counselor: Requested
Recommendation from Counselor or other Reference: **Not started**
Consent from Parent or Guardian: **Over 18; consent not required**

My Scholarships

•To search and submit to scholarships or accept scholarships you've been awarded [Click Here]

Check this section often, as scholarships open and close all the time. When new scholarships open for which you qualify, they will automatically populate this area. We recommend you check back weekly so that you do not miss any new opportunities.
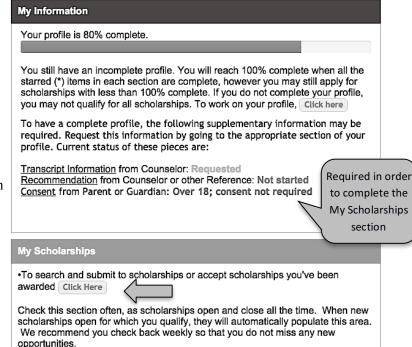
Part B: My Scholarships

This is where you apply for the Storm Lake Dollars for Scholars Scholarships.

Log in to your dashboard at:
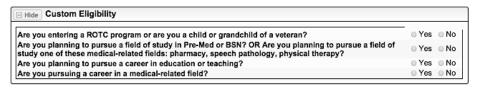www.StormLake.dollarsforscholars.org

Scroll down to the **My Scholarships** section.
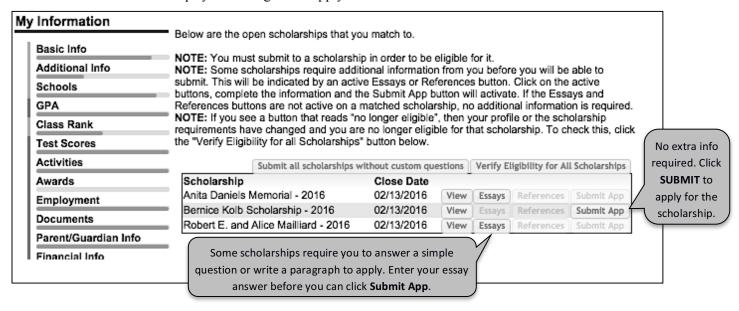
Click the button **Click Here**

NOTE: If under the age of 18 and parental consent has not been granted, you will be unable to apply for scholarships. If you added your parent's email address on the prior **Parent/Guardian Info** page, please ask your parents to check their email and to follow the online instructions to set up an account and to Grant Consent

My Information

Your profile is 80% complete.

You still have an incomplete profile. You will reach 100% complete when all the starred (*) items in each section are complete, however you may still apply for scholarships with less than 100% complete. If you do not complete your profile, you may not qualify for all scholarships. To work on your profile, [Click here]

To have a complete profile, the following supplementary information may be required. Request this information by going to the appropriate section of your profile. Current status of these pieces are:

Transcript Information from Counselor: Requested
Recommendation from Counselor or other Reference: Not started
Consent from Parent or Guardian: Over 18; consent not required

> Required in order to complete the My Scholarships section

My Scholarships

•To search and submit to scholarships or accept scholarships you've been awarded [Click Here]

Check this section often, as scholarships open and close all the time. When new scholarships open for which you qualify, they will automatically populate this area. We recommend you check back weekly so that you do not miss any new opportunities.

___Answer the Yes/No eligibility questions. Note: Some questions may seem repetitive but it's important to respond to each one. Each question is tied to a specific scholarship.

Custom Eligibility [Hide]

Are you entering a ROTC program or are you a child or grandchild of a veteran?	○ Yes ○ No
Are you planning to pursue a field of study in Pre-Med or BSN? OR Are you planning to pursue a field of study one of these medical-related fields: pharmacy, speech pathology, physical therapy?	○ Yes ○ No
Are you planning to pursue a career in education or teaching?	○ Yes ○ No
Are you pursuing a career in a medical-related field?	○ Yes ○ No

You should see a list of scholarships you are eligible to apply for.

My Information

Basic Info
Additional Info
Schools
GPA
Class Rank
Test Scores
Activities
Awards
Employment
Documents
Parent/Guardian Info
Financial Info

Below are the open scholarships that you match to.

NOTE: You must submit to a scholarship in order to be eligible for it.
NOTE: Some scholarships require additional information from you before you will be able to submit. This will be indicated by an active Essays or References button. Click on the active buttons, complete the information and the Submit App button will activate. If the Essays and References buttons are not active on a matched scholarship, no additional information is required.
NOTE: If you see a button that reads "no longer eligible", then your profile or the scholarship requirements have changed and you are no longer eligible for that scholarship. To check this, click the "Verify Eligibility for all Scholarships" button below.

> No extra info required. Click **SUBMIT** to apply for the scholarship.

| | Submit all scholarships without custom questions | Verify Eligibility for All Scholarships |

Scholarship	Close Date				
Anita Daniels Memorial - 2016	02/13/2016	View	Essays	References	Submit App
Bernice Kolb Scholarship - 2016	02/13/2016	View	Essays	References	Submit App
Robert E. and Alice Mailliard - 2016	02/13/2016	View	Essays	References	Submit App

> Some scholarships require you to answer a simple question or write a paragraph to apply. Enter your essay answer before you can click **Submit App**.

___ Click **Verify Eligibility for Additional Scholarships** to make sure you've responded to the Yes/No questions correctly.

___ Click **View** for each specific scholarship to make sure you want to apply for it. Note: Some scholarships require additional information (**Essays**) before the application can be submitted.

___ Click **Submit App** for each scholarship you want to be considered for. When submitting, you'll be asked *Are You Sure?* Click **Confirm.**

Congrats! You made it through the process!

___ Keep your Login information in a safe place and check back in – especially the **My Scholarships** section**.** You may be eligible for other state or national scholarships and you can use this system to apply for them.

___ Check your email on a regular basis. We'll keep you informed about the Awards Ceremony and what you'll need to do to accept your scholarship(s). Awards Ceremony: *May 6th – 1:30 pm – Storm Lake High School Auditorium*

Dollars for Scholars
Instructions for Completing Applicant Appraisal
For teacher, activity sponsor, or high school guidance counselor

_____ is requesting that you provide information in support of his/her application for a Storm Lake Dollars for Scholars scholarship. Please check your email (and your SPAM folder if you don't see it in your Inbox).

            *** The email is from *Scholarship America*

            *** The subject line says: *A student has requested information for a Scholarship*
                 America Application

Please be aware that this email is NOT asking for a recommendation letter. The **Applicant Appraisal** has eight questions that require a one-click response and space for a 2-4 sentence comment.

Please follow the instructions in the email to complete the ONLINE process.

You'll be asked to **Set Your Password**. *** This actually means: CREATE Password.

___ Enter whatever word you wish to have (and remember) as your password.

___ Click **Save Password**

___ Write your password down in a safe place. You'll be able to use it again next year or for any additional students this year who request a recommendation.

After you've created your password (and the next time you receive an email from Scholarship America with this type of request) the link in the email will take you directly to a list of **My Students** but you can *also* access the system this way:

Go to:

www.StormLake.dollarsforscholars.org

___ Click on the **Students & Parents** tab

___ **Click to Login**

___ **References: Click here to login**

To complete the Applicant Appraisal: Look at your list of **My Students**.

___ Click **Add Recommendation** for specific student.

___ Select the appropriate response for each question. Add **Comments** but please do NOT use the student's name. A student's application can earn 1 or 2 additional points based on your comments here.

___ Click **Save**. A window will pop up.

___ Click on the box in the middle of the window.

___ Click **Submit Recommendation** for specific student.

Note: You will not be able to edit after you **Submit Recommendation**

Questions? Email *sldollarsforscholars@gmail.com*