

**Edgewood High School Dollars for Scholars  
Scholarship Application Instructions  
2016-2017**

1. Print these instructions for use throughout the application process.
2. Applicants must complete a detailed profile and should allow sufficient time to complete (may require as much as two hours or more). Also, your references will need time to write your recommendations. Be sure to give them adequate time to complete this task. **We recommend applying at least four weeks before the deadline to ensure that all materials are completed by the deadline.**
3. Some scholarships may require answering additional questions, providing additional references, or other documentation.
4. The application process is an all-electronic system that makes reference and parent requests for information by email. Applicants must have an email address to use the system.
5. All application and supporting materials must be submitted no later than **11:59pm on April 16, 2016.**
6. Expected Family Contribution from the FASFA is not required to apply for most DFS scholarships; however, some scholarships are based on financial need. Applicants who do not provide financial data will not be considered for any need-based scholarships.
7. Essay questions: **all students should address the goals essay question.** Please take this essay seriously. A two or three sentence statement may reduce your chances of receiving a scholarship. This should be a well written and thoughtful essay similar to what you would do for a high school or college level composition class. It is recommended that you compose your essay in a word processor and cut and paste the document into this section of your application. The unusual circumstances question is an **optional essay question** for students who have special circumstances that have affected or influenced life direction, motivation, or purpose. Such circumstances might include obstacles or challenges that a student has faced or other significant situations that caused the student to change the course of his or her life. Again, the more detail you provide in this section will allow a better opportunity for scholarship selection.
8. The profile will ask for your GPA for all four high school years. If you do not have your transcript, just enter your current GPA. Edgewood uses a 5.0 scale for weighted GPAs. Your guidance counselor will provide your transcript and GPA info to our scholarship awards committee.
9. Please be sure to enter all awards in the Awards section of the profile. These may include high school awards and honors, non-EHS awards, and any other financial scholarships you have been awarded, including scholarships from your college or university you are attending.

10. Under the Schools/College Information section of your profile, it is important that you list which school are you accepted and are attending. Colleges that you have been accepted to but will not be attending, please select Other for Intended College App Status rather than Accepted/Attending. If you are still undecided, leave those as Accepted/Attending until you make your decision. Some of the scholarships are college specific. If you indicate in your profile that you are attending a school and are awarded that scholarship but do not attend that college, you will not receive the award.
11. If your transcript and reference have not been submitted, contact them by phone or email immediately. Please give your references and guidance counselors enough time to complete their references and transcript info before the application deadline date.
12. Continue to login to your profile Dashboard and look under My Scholarships for new scholarships you may have not yet applied. New scholarships are sometimes added at the last minute and you may be eligible for these scholarships.
13. To begin the application process, go to the Students and Parents menu at <http://www.edgewood.dollarsforscholars.org> and follow the prompts. Here is the application sequence:
  - a) Enter your application profile data under 'My Information' and complete the goals essay and, optionally, the special circumstances essay.
  - b) Ensure you click the links in 'My Information' to send requests for supporting materials such as financial information, transcript information, and recommendations.
  - c) Search for scholarships for which you may qualify under My Scholarships and be sure to click 'Add Scholarship to My Application' for each scholarship for which you want to apply. The system will match you to scholarships you may be eligible to apply for.
  - d) Once a scholarship has been added, be sure to submit any additional required materials for each scholarship for which you wish to be considered, and then click 'Submit App.'
14. Please contact the guidance office at 876-2277, if you need assistance.