

Tips for filling out the Lake Central Dollars for Scholars Student Profile

Students should begin filling in their student profile as early as freshmen year. Students need to first create an account with Dollars for Scholars at our website, lakecentral.dollarsforscholars.org, under the "Students and Parents" tab. A valid "non-lcstudent.com" email is needed to create an account. Once they have validated their account, they can begin entering information into their unique profile. Remember, this is an ongoing process; students should add information regularly.

Students under the age of 18 will need to request parent permission to apply for scholarships. To do so, the student needs to enter *parent information* in the profile, and "*request information*" from his/her parent. The parent will then receive an email on behalf of the student with a link to set up a parent account. The parent account will allow a parent to grant consent for the completion of the profile. The parent will also be able to enter in financial information; however, this is not required by our current scholarships for graduating seniors.

Completing the profile is fairly easy with drop down menus. Editing information will and should happen often. Ultimately, a completed profile by senior year will contain a lot of information, so the amount of time it takes to complete the profile will vary. For underclassmen, starting as early as possible will help make the task of data entry less cumbersome.

Since this is a national database and a standardized form, we have discovered a few areas that needed clarification for our specific student body:

1. Fill out as much information as possible. Be sure to enter the current grade level and high school name. **This needs to be updated yearly as the students are promoted to the next grade level.**
2. Lake Central High School **DOES NOT RANK** its students. Therefore, on the page of the profile asking questions regarding rank, the student should simply answer **NO** to the first question and leave the rest blank.
3. For the GPA page, LCHS **DOES** calculate GPA on a 4.0 scale, and **DOES** have weighted grades. For the profile, the student should leave the box unchecked for: "my school does not calculate GPA on a 4.0 scale", but check the box for: "My school uses weighted GPAs".
 - A student can view his/her transcript in RDS under the "transcript" tab. In the top left hand corner of the transcript page, are the total credits earned, total points received, and the cumulative GPA. This is a Cumulative **Weighted** GPA if the student has taken any honors or AP courses.
 - There is a place for the student to enter the GPA for each grade level (9, 10 11, 12). These GPAs should be the year-end weighted GPAs. These GPAs can be taken from the year –end reports cards of each grade level or calculated by hand from the transcript in RDS. Classes taken in the summer should be considered part of the next higher grade level. (Example: PE taken in the summer after 8th grade counts toward the 9th grade GPA calculation). **THIS IS AN OPTIONAL ENTRY...IT IS NOT NECESSARY TO ENTER ALL THE INDIVIDUAL GRADE LEVEL GPAs.** The LC DFS scholarships do **not** require the grade level entries of GPA. However, if there is a scholarship that requires the individual years (demonstrating improvement in grades), the profile would not match to it if these fields are not filled I
4. For the GOALS & ASPIRATIONS and UNUSUAL CIRCUMSTANCES essay responses, the blanks provided are intended to have a 300-500 word essay. A student can work on his/her essays in a word document and then copy and paste the completed essay into the space in the profile. Just proof-read the entry to make sure the whole essay is copied and pasted! Update these essays as needed.
5. For the References/Transcript section: **Counselor information SHOULD NOT BE ENTERED AND TRANSCRIPT INFORMATION SHOULD NOT BE REQUESTED UNTIL AFTER THE 7TH SEMESTER GRADES HAVE BEEN REPORTED (middle of senior year) UNLESS you are applying for a scholarship before December.** When a transcript is requested, the counselor will receive an email to verify the entered GPA and upload a transcript.
6. LCDFS scholarships **DO NOT** require references/recommendations. Only request a reference from the counselor if you are applying for a scholarship that requires one.
7. Financial information **DOES NOT** have to be entered, although without it, the student will not match to any need-based scholarships. The only LCDFS scholarship that requires financial information is the one for LC graduates currently attending a post-secondary institution.

For more help with filling out the profile, email us at lcdfs@lcsccmail.com or go to lakecentral.dollarsforscholars.org to view downloadable pdfs.

The Student Profile will not show 100% completed unless every category of the profile is mostly filled out. **You do not need to fill out the profile to 100% to match to scholarships.** Simply complete as much as you can, and add to it as you go and grow! It is still possible to get scholarship matches without having a 100% completed profile. By searching for scholarships often, you will see what you have matched, even with a partially completed profile.