Welcome to the NAHS Guidance Department Scholarship Program for the North Andover High School Class of 2023 Seniors!

There are over $225,000 worth of scholarships in our program, which are designated for NAHS seniors. Is it worth the effort to apply? YES

AN OVERVIEW OF PROGRAM

With the generous help and expertise of Christine McElhiney, Administrative/Technical Assistant in the Information Technology Department for the Town of North Andover, the NAHS Guidance Department presents its exclusively online Scholarship Program for the NAHS Class of 2023 Seniors.

Our Scholarship Program will be accessible only to North Andover High School seniors from **Wednesday, February 1, 2023 at 9:00 AM until Tuesday, February 28, 2023 at 10:00 PM**, at which time the link to the program will be taken off-line. Please note that recipients of these scholarships will be revealed at our annual **Scholarship Knight for Seniors**, scheduled for the evening of **Tuesday, May 30, 2023 at 6:30 pm** at North Andover High School.

Highlights of the scholarship application process:

- Students will review the scholarships in our program and determine the ones they wish to apply.
- They will then complete a NAPS - NAHS Scholarship Program Student Information Form which will be used to pre-populate student data onto each scholarship application on their list.
- Once this form is completed, the student can then start applying to EACH scholarship they have identified.
- There are two categories of scholarships in our program: Sections A and B.

Section A scholarship recipients will be selected by the NAHS Guidance Department Scholarship Committee based on specific criteria provided by each donor and posted under the scholarship description.

Section B scholarship recipients are selected by the donors, based on the specific criteria also posted under each scholarship description.

Transcript Requests

Some of our Section B scholarships require a transcript in PDF format to be uploaded with your application. Please email Mrs. Fallis fallism@nak12.com or Mrs. Conti at contid@nak12.com for an electronic copy of your transcript in PDF format. KEEP THE TRANSCRIPT IN PDF FORMAT and upload it when required.

Recommendation Requests

A few of our Section B scholarships require recommendations to be sent to the donor. Please email Mrs. Fallis at fallism@nak12.com or Mrs. Conti at contid@nak12.com, specifying which teacher/Guidance Counselor college recommendation you want to be sent to the donor. The recommendation will be sent for you to the designated donor. It will not be sent directly to you.

NOTE:
- **All** of the transcripts and/or recommendations requests must be made through **EMAIL ONLY.**
- **Requests for transcripts and/or recommendations will be accepted between February 1, 2023 and February 27, 2023 ONLY**. We will try to fulfill your request within 24 hours.
- If you have any questions about our scholarship program, please contact Mrs. Fallis at **fallism@nak12.com** or Mrs. Conti at **contid@nak12.com.**

<p align="center">**THERE ARE 3 MAIN STEPS TO APPLY TO OUR SCHOLARSHIP PROGRAM**</p>

<p align="center">*PLEASE READ CAREFULLY & FOLLOW ALL DIRECTIONS*</p>

<p align="center">**LINK to the NAHS Class of 2023 Scholarship Program**</p>

Step 1:

- ☐ **Research the scholarships** in our program by using the link "NAPS - NAHS Scholarship List" .
- ☐ Click the black bar to expand the Sections A and B drop down menus.
- ☐ Click on the [icon] icon to get detailed information on each scholarship including a description and the basis for which recipients will be selected. We suggest that you **make a list of the scholarships that interest you**.
- ☐ When you are ready to apply, proceed to Step 2.

Step 2:

- ☐ Complete your **STUDENT INFORMATION FORM** by using the link "NAPS - NAHS Scholarship Program Student Information" (**This form must be completed one time ONLY**).
- ☐ Click on the black bar to close or expand your Student Information Form.
- ☐ You **MUST** use your **SCHOOL EMAIL ADDRESS**. All letters **MUST** be in lowercase letters (ie: smithjo23@northandoverpublicschools.com). DO NOT USE YOUR PERSONAL EMAIL ADDRESS.
- ☐ Make sure you answer all of the required questions with an * or you will not be able to submit your form
- ☐ We strongly recommend that you complete **ALL** of the sections of this form as the information you provide will give the donor a more accurate picture of who you are as a student.
- ☐ **Enter your 4-digit PIN #**, which is your Date of Birth (mmdd): i.e. January 1st is entered as 0101.
- ☐ **"Sign"** by checking the appropriate box, enter "**Date**", and click "**Submit**".
- ☐ **IMPORTANT**: Once you have submitted your Student Information Form **you will receive an email with a personal link**. Click on it and once your Student Information Form opens up, **bookmark the page**. Also, we strongly recommend saving this link in a google doc. It is very important to save your personal link because it will allow you to return to your Student Information Form each time you would like to apply for another scholarship. Use this link if changes to an existing application need to be made.
- ☐ You are now ready to apply for the scholarships. Proceed to Step 3.

Step 3:

- ☐ **To start applying for scholarships**, if not already there, **return to your Student Information Form**. It will be in your bookmarks or you can click on the personal link to your form in the email you received after filling it out or saved in the google doc you created under Step 2.
- ☐ You will be asked to **list the names of the colleges** you are applying to along with specific financial information pertaining to each college. Click on the [icon] icon to add the names of your colleges. You will be entering the financial information for each college separately.
- ☐ To begin applying for your scholarships, **select the first scholarship you would like to apply to from the drop down menu**. Each scholarship has different requirements, so **you must apply for them one at a time.**

- ☐ While in your Student Information Form, click on the [icon] icon to apply for the scholarship you have selected. The scholarship application will then appear.
- ☐ Any field with an ***** is a required field. If you do not complete the field, you will not be able to submit your application.
- ☐ We strongly recommend that you complete **ALL** of the sections of the application as the information you provide will give the donor a more accurate picture of who you are as a student.
- ☐ **For those scholarships that require additional items** such as essays, transcripts, and resumes, there will be an "**Upload**" button to upload a PDF of these items. If you do not upload the required documents you will not be able to apply for the scholarship you have selected.
- ☐ If you have created your additional documents in Google Docs, please convert them to a PDF first before uploading. Open the Google doc, go to "File", then click on "Download" and then click on PDF. You can then upload the PDF to your application.
- ☐ NOTE: **Some scholarships require recommendation letters**. Recommendations follow a different procedure: request your Teacher/Counselor college recommendation via email to the NAHS Guidance Dept. (fallism@nak12.com or contid@nak12.com) and we will email your recommendation directly to the donor for you. For personal recommendations, just email your reference and have them send their letter directly to the donor email address that you provide.
- ☐ Once your application is complete, click on the "**Signature**" button at the bottom of the page.
- ☐ **Enter your 4-digit PIN #**, which is your Date of Birth (mmdd), and press "**Click to Validate**". Your PIN # will need to be added each time you apply for or update a scholarship application.
- ☐ Press "**Submit.**"
- ☐ The scholarships you apply for will appear under the heading, "**Scholarships I Have Applied To**" on your Student Information Form.
- ☐ To apply for additional scholarships, go back to the Scholarship drop-down menu at the top of your Student Information Form and repeat instructions under Step 3.

NOTES:

- Each time you apply for a new scholarship you will receive a confirmation email that your application was successfully submitted.
- **If you want to make changes** to an application you previously submitted:
  - **Return to your Student Information Form** by clicking on your personal original link which is in your bookmarks or saved in the google doc you created under Step 2.
  - Click on the [icon] icon next to the name of the scholarship you want to change in the, "**Scholarships I Have Applied To**" section.
  - Make the changes.
  - Click on the "**Signature**" button.
  - **Re-enter your 4-digit PIN #** (Your Date of Birth: mmdd).
  - Press on "**Click to Validate**."
  - Click on "**Update**". Your changes will be automatically updated in your application.
  - Please note that each time you update your application after the 1st submission, the scholarship donor will receive another email with an updated application from you. This can be confusing to the scholarship donor, so we recommend that you review your applications carefully before you press "Submit", and only update your applications if absolutely necessary.