

SHELBYVILLE HIGH SCHOOL SCHOLARSHIP CHECKLIST

Student must complete top of form before submitting. This checklist is to be attached to each completed application. Please check the items below that are needed to complete this scholarship application.

STUDENT NAME _____

SCHOLARSHIP _____

DUE DATE _____

STEP ONE: Student is responsible for the following. **Mark N/A if not applicable.**

_____ Completed Application

_____ Two stamps for all applications. **(YOU DO NOT NEED TO BRING AN ENVELOPE)**

STEP TWO: Please indicate whether your counselor needs to include the following with your application.

_____ Transcript

_____ Counselor completion of form **(Please request at least 2 days prior to date scholarship is due!)**

_____ Senior Information Sheet

_____ Letter(s) of recommendation (Use the blue Faculty Recommendation Form to request a letter from any school employee, and **please request faculty recommendations at least one week prior to due date!**)

Recommendation from:

Date requested:

Date received:

GUIDANCE DEPARTMENT USE ONLY

Initials

Date

_____ Application received

_____ Transcript printed

_____ Application Processed by Counselor

_____ Scholarship forwarded to organization

_____ Scholarship given to student to mail
