



Student Scholarship Request Form

This request form will allow student to request documents needed for the student to submit a scholarship application.

It is important that the student review the scholarship application to determine how the documents will be submitted.

Student will be responsible to mail/email application wherever possible.

Completed form should be given to

Mrs. Tighe in the 11/12 Main Office. (x7006)

(Include 3 postage stamps for processing, and application, only if we are mailing for you).

Requests for documents are processed as quickly as possible.

Please allow a minimum of 2-3 school days to complete request.

Email Mrs. Tighe with any questions - btighe@wtps.org

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|-------------------------------|----------------------------|
| Student Name: | |
| Student Email Address: | Student Cell phone: |
| Scholarship Name: | |
| Scholarship Deadline: | |

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| 1. Please check which documents you are requesting Transcript – only if OFFICIAL TRANSCRIPT is requested on the application Letter of Recommendation Counselor Letter of Recommendation Copy of SAT scores** Copy of ACT scores** | <input type="checkbox"/> <input type="checkbox"/> | Teacher(s) _____ _____ Counselor _____ **Please note that scores supplied will be from Power School. They will not be from the official testing site. |
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| 2. Student Checklist <ul style="list-style-type: none"> • Signatures Required – have you obtained all signatures required? • Letter of Acceptance – if required, have you included? • Essay – if required, have you included? • SAT Scores – if you prefer official SAT scores be sent with your application, please print from your College Board account • Double Check – review the application to be sure all areas are complete. | <input type="checkbox"/> <input type="checkbox"/> | |
| | | |
| Did you include 3 postage stamps? | <input type="checkbox"/> | If we are mailing completed scholarship for you. |

****Office Use Only****

Date Received:

Date Completed: