

Frisco Education Foundation 2019 Scholarship Application Instructions


Application Opens: Friday, November 30, 2018 at 10 am
Application Closes: Friday, December 21, 2018 at 4 pm (No Exceptions)

**PLEASE READ INSTRUCTIONS BEFORE YOU GET STARTED!
FAILURE TO DO SO MAY RESULT IN APPLICATION NOT BEING
COMPLETED CORRECTLY.**

1. Go to link provided below for access to application
<https://fef.eformsolutions.com/fef/scholarships>
2. Log in as a new applicant click the “If you are not a registered user and wish to register” link to create your account:

Email Address: **THIS MUST BE YOUR FISD EMAIL ADDRESS**

Create Password – **PLEASE WRITE DOWN AND KEEP IN A SAFE PLACE. FEF WILL NOT HAVE ACCESS TO RETRIEVE LOST PASSWORDS AND YOU WILL HAVE TO START OVER!**

3. You will need to fill out each page/section and **SAVE each page/section before going to the next** (save icon  is on the bottom left hand corner of each page and next to the print icon).

Page/Sections

- **FEF Scholarship Application**
- **Volunteer/Community Service/Employment**
All community service hours are as of FEF Scholarship Application deadline. No revisions can be made to the scholarship application after it has been submitted. Please enter all your volunteer/community service information in the space provided. You can upload documentation regarding your volunteer/community service but the information must be filled out in the section as well. FEF does not have access to x2VOL. All volunteer/community service hours must be entered in the scholarship application to be considered.
- **Recommendations/Other Information/Signatures Required***
All recommendations will be submitted online and you must request recommendations electronically. For teachers (current senior teachers only and college professors are acceptable if taking dual credit), this must be done using their FISD email address only. For community recommendations, be sure that you have their current email address.

**It is your responsibility as the applicant to check back with the people you requested recommendations from to be sure they have completed and submitted your recommendation to FEF.
YOU WILL NOT BE ABLE TO SUBMIT YOUR**

**Don't forget to
SAVE YOUR
WORK prior to
going on to the
next page/section!**


**APPLICATION WITHOUT YOUR RECOMMENDATIONS.
TAKE CARE OF THIS ITEM FIRST!**

You can save an incomplete page and come back to it later. JUST REMEMBER TO SAVE IT!

Teachers and community recommendation persons will receive an auto-generated email from Terri West at FEF@eformsolutions.com notifying them you have requested an action of them and for them to click on a link to complete the request. This request is sent once you enter the email addresses in the section and hit save. Please note the notified, completed or failed status next to the email addresses. Notified means the email has been sent, completed means the recommendation has been completed and failed means the email address has bounced back. To change the email address, enter the new email address and hit save.

IT IS STRONGLY ADVISED YOU DOUBLE CHECK WITH THEM REGARDING THEIR EMAIL ADDRESS BEFORE YOU SEND THE REQUEST AND YOU FOLLOW UP WITH THEM FROM TIME TO TIME, ESPECIALLY WITH THE COMMUNITY RECOMMENDATIONS. THE AUTO GENERATED EMAIL MAY GO TO THEIR JUNK MAIL OR SPAM FOLDER.

- **School/Extra-Curricular**
To select a consecutive group of grades, click the first grade, hold down the SHIFT key, and then click the last grade. To select grades that are not consecutive, use the CONTROL key and click to select each grade.
- **Testing/College Prep**
- **Essays -only the FEF Essay is mandatory. All others are optional.** Some essays require specific criteria to be considered. For instance, if you are not attending a College/University in Texas, you do not need to write the SWS Freedom Scholarship Essay. Please read the instructions for each essay before getting started.

You can hover over the  to see your word count for the essay. If you are copying and pasting your essay, please review the essay after it has been pasted into the application. Sometimes paragraph breaks or spacing issues appear during the transfer process. Please double check your essay appearance to ensure that appropriate formatting has been preserved.

- **Youth Sports Organizations**
- **Financial/Signature Required***
You will need information from your parents for this section. For financial need consideration, you must fill out the financial section and attach forms of income verification. Students DO NOT need to attach income verification if they are applying for scholarships based on academic and/or leadership merit. Financial documentation can be mailed to FEF at PO Box 567, Frisco, TX

75034 or dropped off at the FEF offices at 5515 Ohio Drive, Frisco, 75035.

- **Frisco Soccer Association**

* **All areas that note Signature Required:** will need your parent to type in their name.

**Printing
the
application**

4. You may print a copy of the application at any time by using the print icon




located at the bottom left hand corner of the application. It will be your responsibility to keep a printed copy of your completed application.



Once a section is completed the  next to the section will change to either



or  symbol. You can hover over the  to see what still needs to be

completed in that section. The  means all of the information has been

completed for the section. The  means some optional information hasn't been completed but all of the required information has been completed. You can

submit your application as long as all of the sections show  or .

IMPORTANT!

DO NOT SUBMIT your application until you are sure you are finished with it. You do not have to complete your application in one sitting if your schedule does not allow. You may start and stop when you need to as long as it is completed and submitted by Dec. 21st at 4:00 pm. Be sure to SAVE every page/section before you leave it or you will lose information. Once you submit, you will not be able to go back in and edit. As long as you have not submitted your application, you may go in and out of the application to edit it. Be sure you save after you edit. Watch the status bar at the bottom left corner of the application. This will let you know whether you have submitted your application or not.

Once application is submitted, applicant will receive an email confirming application has been successfully submitted.

5. **After you have submitted your application**, you may log into your application to see status: Submitted. You may also print a copy of your application at any time using the printer button in the bottom left corner of the application. To print your application in its entirety rather than in sections, you will need to click on FEF Application section of the application prior to clicking the printer icon.
6. **DEADLINE IS 4:00 pm ON DECEMBER 21, 2018. NO EXCEPTIONS! The system will lock down at that time and any un-submitted applications will not be accepted or available to complete and submit. DO NOT WAIT UNTIL 3:59 pm ON THE 21st TO SUBMIT YOUR APPLICATION.**

7. It is the applicant's responsibility to check the scholarship application status to be sure application reflects submitted status.

SUBMIT! SUBMIT! SUBMIT! SUBMIT! SUBMIT!

THE SUBMIT ICON IS IN THE BOTTOM LEFT CORNER OF THE SCHOLARSHIP APPLICATION WHERE IT READS "STATUS"

Status: Not Submitted

