



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

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

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"/> <input type="checkbox"/> <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.
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"/> <input type="checkbox"/> <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: