

# NHS SCHOLARSHIPS 2023

## IMPORTANT EXPLANATIONS & INFORMATION ABOUT SCHOLARSHIPS, FORMS & LISTS

**Local & Internal Scholarships:** Offered to graduating seniors of Newburyport High School by a variety of local donors and are listed in Naviance as soon as the information is available. Please read applications carefully and follow all instructions related to materials needed, due dates, where to send the apps & materials, etc. Some applications are to be sent directly to the sponsor; others are directed to be dropped off at the Main Office. The applications due to the Main Office can be dropped off at the scholarship coordinators desk, Ms. Alice Crupi, in the Main Office Monday through Friday 8-3PM. (Make sure it is by 3pm on the due date if not before) We also have a protected drop off box conveniently located “outside”, located to the right of the front doors before entering the high school. If the application package is coming to the Main Office, **PLEASE DO NOT PUT THEM IN INDIVIDUAL ENVELOPES.** If you have more than one application package, please put them in “one” large envelope or in a folder. The application packages have to come out of the individual envelopes in order for us to process, so this is a waste of time and money for both you and the school. Thank you for your help with this! **Incomplete or late applications are not accepted by the sponsor or the school.**

**NHS Book of Local Scholarships:** This annual booklet contains a listing of both local and internal scholarships offered to NHS students and/or students living in Newburyport. A PDF of the booklet will be emailed to seniors in early March and will also be available online in Naviance and on the high school’s website. A few hard copies of the booklet will be available to use in the school library, as well as with each guidance counselor in early March.

**External Scholarship Application Form:** A universal form (PDF) used by NHS and many sponsors to apply for various local scholarships as specified in Naviance and in the NHS Local Scholarship Booklet. You can find this form in Naviance to download. It is listed at the end of the scholarship list in Naviance – scroll down. (Tip: fill out the form except for the date, scholarship name and scholarship # and use a master.) You will also be able to find this on the NHS Website once we update that page.

**Internal Scholarship Application Form:** Available Mid-March in Naviance. A form (PDF) used one time to apply for many different NHS **internal** scholarships (circle the number of the internal scholarship (s) you are applying for at the bottom of this form) as specified in Naviance and the NHS Local Scholarship Booklet. You can find this form to download in Naviance at the end of the scholarship list – scroll down. You will also be able to find this on the NHS Website once we update that page. This form will be available in mid-March. The internal scholarships are not due until at least April 29<sup>th</sup> and you will not see those activated until the booklets come out.

**Scholarship Lists:** I will post on the website, in Naviance and send home the list of local scholarship by alpha as well as by due date once all have been updated.

**Regional Scholarships:** Offered by Essex County, Massachusetts and/or New England corporations and organizations. Open to all students living in the general area, and are not processed by NHS. You can google “Regional Scholarships” and find many opportunities available to you. If we receive information on a Regional Scholarships, we will upload that into Naviance and inform you of that scholarship. A flyer will also be posted on the bulletin board outside the Library.

**National Scholarships:** Offered by a variety of companies and organizations throughout the USA. NHS does not process these scholarships. You can google “National Scholarships” and find many opportunities available to you. If we receive information on a National Scholarships, we will upload that into Naviance and inform you of that scholarship. A flyer will also be posted on the bulletin board outside the Library.

*Note: Naviance also provides a Regional and National scholarship search link for your convenience under the Scholarship List link.*

### **To access & apply to scholarships in Naviance, follow these steps:**

- **At the very top, click on COLLEGES**
- **In “Scholarships & Money” click on Scholarship Search**
- **Click on a Scholarship that may interest you**
- **Refer to the slide presentation I attached to the email as well for a shortened info version on how to apply.**

#### **HELPFUL HINT:**

1. **MATCH AND FILTER TAB:** This is located on the scholarship list page to the right of the “sort by” tab. If you have any information in this tab – it is best to remove it to be able to view “all” scholarships, not just the ones that have any the criteria in the box. Last year, this system was new and criteria was automatically put in for students. We learned that by clearing this field you will be able to view ALL scholarships.

## **NAVIANCE USER ID / PASSWORD:**

Contact Jessica LeBlanc in Student Services x5009

[jleblanc@newburyport.k12.ma.us](mailto:jleblanc@newburyport.k12.ma.us)

### **How to Request Transcripts via Naviance For Scholarships And/Or Athletics**

- 1. Log into Naviance Student.**
- 2. Click on the “Colleges” menu, at the top of the screen.**
- 3. Select “Manage Transcripts” from under ‘Apply to College’.**
- 4. Click on the pink “+” (Add) button.**
- 5. Select “Other Transcript” from the drop down.**
- 6. Identify the type of transcript (Select Initial).**
- 7. Select the Purpose, What is the Transcript For (Scholarship, Athletics, Other).**
- 8. Please enter the date due. All requests must allow at least one week for receipt and processing.**
- 9. Enter the name of the scholarship (and number if applicable) under recipient name in the first line “Where are you sending the Transcript ” section.**
  - a. Do not enter the address data, these transcripts must be picked up by the student.**
- 10. Click “Request and Finish” at the bottom of the page.**

**Please allow at least one week for receipt and processing.**

**Requested transcripts must be picked up with Mrs. LeBlanc one week after request, they will NOT be sent or delivered to a third party.**

**If you have any questions or concerns, please see Mrs. LeBlanc in the Student Support Office.**

## **HELPFUL HINTS**

- **Do not wait until the last minute to apply! Scholarships are ready now in Naviance to begin viewing and applying to. As I get updates, I will activate them so keep checking.**
- **Carefully follow all directions, and be sure to answer every question in the application.**
- **Provide all materials requested. Incomplete application packages are not accepted by any sponsor.**
- **Fill forms out neatly so they are easy to read. Do not leave any blanks.**
- **Request recommendation letters and/or transcripts at least 1 week before you need them, if not sooner!**
- **Pay close attention to due dates!! Applications & materials that arrive after the specified date are not accepted!**
- **When mailing applications, do so in plenty of time before the due date so the package arrives on time!!**
- **Seek help from guidance counselors, teachers, parents and myself.**

**Remember: it is your responsibility as the student applying for the scholarships to make sure all applications are complete and on time.**

**We do not edit them here at the high school and the sponsor does not follow up for missing items.**

**Questions regarding scholarships can be directed to:**

**Ms. Alice Crupi – Scholarship Coordinator  
acrupi@newburyport.k.12.ma.us**

**Important Note: It is important that you acknowledge your award with a thank you note to the sponsor. Your note of thanks helps to ensure that our scholarships and awards continue for future graduates in years to come as well as keeping our relationship with the sponsors in good standing.**