

January 2025

Good Afternoon Seniors & Parents/Guardians of Seniors

My name is Mrs. Alice Nelson (Formerly Crupi). I am the scholarship coordinator for Newburyport High School. I am also the Administrative Assistant to Principal Andy Wulf. I have been at NHS since February of 2020.

You will receive many, “many” emails from me in regards to scholarship information with instructions for Naviance, reminders, and advice. I will “always” put in the subject line: “IMPORTANT SCHOLARSHIP INFORMATION” on any email I send regarding scholarships. Although many emails will be sent, I have been told in the past by the seniors as well as parents, that my emails kept them on their toes and helped them along the way and if it wasn’t for my reminders, many seniors would have missed some deadlines or not received the scholarships they did. If you will not be applying to scholarships, please feel free to delete those emails with IMPORTANT SCHOLARSHIP INFORMATION in the subject line before opening and we apologize for the amount in advance.

Always feel free to send me an email or call with any questions during this process and students can feel free to also stop by my desk with any questions or if you need help in Naviance. You will find once you get started it is not as intimidating as it first appears. Applying for scholarships may be time consuming, but overall is a very simple process. The best advice I can give at this time and will say 1000 times before the end of the scholarship season is:

“ALWAYS FOLLOW THE DIRECTIONS OF THE SCHOLARSHIP APPLICATION YOU ARE WORKING ON-THEY ARE ALL DIFFERENT AND DO NOT MISS THE DEADLINE”

I contacted all of our local scholarship sponsors (Approximately 97) prior to break in regards to renewing & updating their scholarships for this year and as each one gets back to me, one by one, I will be updating the information and activating it in Naviance. To date, I have activated approximately 63 so far, so you “can” begin applying any time now. I hope to have all the sponsors responses and all activated by mid-February.

As I get information on National and Regional Scholarship opportunities I activate them in Naviance and I will email you the information home as well as put the

flier on the bulletin board in the hallway outside the Library doors. Keep looking on Naviance for updates.

Although it is your responsibility to keep up with deadlines, as the due dates get closer, once a week I will try to send a reminder email to you with the list of the next week's local scholarships that have upcoming due dates. The scholarships in Naviance that are active are listed by due date. Once the due date expires, the system will automatically deactivate that scholarship and you will no longer be able to view them.

Once the The Annual Local Scholarship Booklet is complete, it will be emailed to you in a PDF format around **the beginning of March**. The booklet will also be available in Naviance and in the scholarship section on the high school website at that time. I will send an email notifying you of when that is available sometime around the **beginning of March for the Local Scholarships**. But once again, Naviance is being updated daily with those scholarships to view and apply to now.

I have attached a sheet here with detailed information and instructions on the scholarship process that you should hold on to and reference as you need it. It will come in handy throughout the scholarship season. I have also attached a PowerPoint with a shortened version of instructions. I will send this out as an attachment "every" time I send a scholarship email to you.

I also attached the "General Scholarship Application" which is a generic application form that many of the sponsors prefer to use. This is available in Naviance and also will be put on the NHS website in the near future. On the information & instruction sheet attached, please read to understand how to use this or stop by my desk for further explanation in the future.

I also attached the "Internal Scholarship Application" which you use this ONE application form for 16 different scholarships. This is also available in Naviance and will be on the NHS website in the future. Information on this internal application and how to fill it out is on the attachment. Please read to understand how to use this or stop by my desk for further explanation after the break.

As always, do not hesitate to contact me with any questions, concerns or input you may have.

Warmly,

Mrs. Alice Nelson

Administrative Assistant & Scholarship Coordinator

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