

2024-2 025 Scholarship Preparation Guide

For any scholarship related questions, please reach out to our team at isf@irvingisd.net!

Thank you for your interest in applying for Irving Schools Foundation scholarships!

This guide was created to help students, like you, to better understand how to use the scholarship application program, and how our application process works.

Here are the steps that you will need to take in order to apply for Irving Schools Foundation Scholarships:

- 1. Complete the Eligibility Application.
 - <u>Applications will open in the first week of November!</u> The link to apply will be found on our website here: <u>https://irvingschoolsfoundation.org/programs/scholarships/</u>
- 2. Complete the Scholarship Applications.
 - After you have completed the Eligibility Application, our program will automatically match you to scholarships that you are eligible for. This process should take just a few minutes to occur, but you should receive an email when you have been matched to scholarships. You will need to re-enter the program to apply for those specific scholarships.
 - Take your time but make sure you submit everything by the due date of December 20th, 2024!
- 3. Request references from 2 individuals: someone from your personal life, and someone from your school
- 4. Wait for the scholarship announcements.
 - We have a lot of work to do once you have finished your applications!
 Scholarship announcements will happen in the Spring semester. Make sure to check your email frequently!
- 5. Accept your scholarships and sign the scholarship agreement.
 - You will receive an email at a later date with information about this step, if you are selected as a recipient for a scholarship.
- 6. Attend the Breakfast with the Stars event and Student training!
 - This event is to celebrate the scholarship recipients! More information to come.

ACCOUNT CREATION

Irving ISD Email Address Required

You must use your Irving ISD email address to create your account. Our program matches your information to your email address and Irving ISD ID number.

Here is what the application website will appear when you first open it:

IRVING SCHOOLS FOUNDATION				
Welcome to the Irving Schools Foundation Scholarship portal!	Sign In Email			
First time here? Click "Sign Up" to create a new login.	Password			
Returning User? Sign in to pick up where you left off.	Log In Forgot your password?			
Forgot your password? Click "Forgot your Password?" A recovery email will be sent to create a new password.	Need an Account? Sign Up			

You will go to the bottom of the screen and select "Sign Up"

	IRVING SCHOOLS FOUNDATION
	Return to Login #0
Welcome to the Irving Schools Foundation Scholarship portal!	Sign Up Enter an email address and choose a password to create a new account.
First time here?	Email
Returning User? Sign in to pick up where you left off. Forgot your password? Click "Forgot your Password?" A recovery email will be sent to create a new password.	Password Must contain at least one lowercase letter Must contain at least one uppercase letter Must contain one number Must be between 8 and 32 characters Must be an email address
	Confirm password
	۲
	O Passwords must match
	Sign Up

On this page, you will enter your Irving ISD email address and a password that you will use to enter the application in the future.



This is what the application website will look like after you have created an account. You will click "Create a Profile to Get Started" next to start your application.

		VING HOOLS UNDAT		
mepage > Profile (Praff)				Welcome,
rofile -				Save Draft Create Profil
lisD Student ID Number *	Middle Name		Last Name *	
	Legal middle name			
Legal first name Date of Birth *	60 2 0 (10000 (1010)	Gender *	Legal last name	

PROFILE

Your IISD email address is used, along with your IISD Student ID, to confirm your identity. It may also be used as a secondary means of communication until you graduate high school.

Your date of birth confirms your identity and whether parent/guardian signature is required on documents and agreements.

Some scholarships include criteria for specific gender or ethnicity. With both questions, you have the option to not disclose. Note that your answer may affect your eligibility for some scholarships.

IISD Student ID Number Legal First Name Legal Middle Name Legal Last Name

Date of Birth (MM/DD/YYYY)

Gender Ethnicity

Contact

Personal Email Address IISD Student Email Address: Personal Email Address Required You must use a personal email address in addition to your Irving ISD email address. If you are awarded any scholarships, we must be able to contact you after your high school graduation (when your IISD email address will be deleted). Phone **Home Address**

Parent/Guardian

Parent/Guardian Full Name Parent/Guardian Email Address Parent/Guardian Phone

	Personal Email Address *	Phone *
This should be your IISD student email address	This should match your login and will be used primarily for future communication related to your application.	Format requested 214-555-0000
Home Address		
Address Line 1 *	Address Line 2	
City *	State *	Zip Code *
	Texas	
Parent/Guardian	Parent/Guardian Email *	Phone *
Parent/Guardian	Parent/Guardian Email *	Phone *
Parent/Guardian Full Name *	Parent/Guardian Email *	Phone *
Parent/Guardian Full Name *	Parent/Guardian Email *	Phone *
Parent/Guardian Full Name *	Parent/Guardian Email *	Phone • Format requested 214-555-0000 Save Draft Create Profile

After you have filled out all of the questions on the Profile section of the application, click the "Create Profile" button. You can come back to this area if you need to make any changes.

Next, You will start your Scholarship Eligibility Application!

lomepage	Welcome, 🔷
lext, click the box below to create your profile. Take a moment to te	ell us about yourself before starting your submission.
you need to update your profile in the future, click "Edit".	
Profile	Complete
low that you have created your profile, you can begin the submission at any point in the process, you can return to the homepage to view • Status bar is blue, there is an action required. Click on the Carc • Status bar is red, there is an error. Please reach out to the Adm • Status bar is gray, your submission is under review or complete	on process. Click the submission card below to get started. the status of your submission and actions required. d to complete. ninistrator of this program. ed and no action is needed.

On this screen, Click the "Get Started" square.

SCHOLARSHIP ELIGIBILITY APPLICATION

This part of the process confirms your eligibility as an ISF scholar. Once completed, it will match you with all scholarships for which you qualify. At this point, you will see a dropdown menu containing those scholarships, and you have the option to apply.

YOU must select and apply for each of the scholarships for which you would like to be considered. If you do not, you are declining the invitation to apply. Some scholarships have an additional short essay question you will need to answer (you'll find out what those essay questions are when you apply), but most do not require anything other than your selection and acknowledgement that you would like to be considered.

This form is primarily a series of Yes/No button questions and checkboxes, but you will also provide some information in an organized listing.



To begin, select the "Open" button on the "Scholarship Eligibility Application" first. Here is what the page will look like:

	IRVII SCH FOU	NG OOLS NDATION		
omepage > Scholarship E	igibility Application Drat		Welcome,	0 0
cholarship Eligibil	ity Application -		Save Draft Mark Com	plete Close
hen you are ready to submit this step, plea	se click the blue "Save" button at the bottom o	of the page.		
· You can save this form as a draft at any	time by clicking "Save Draft" at the bottom of	f the page.		
· When you have completed all required	items, please click the mark complete butto	at at allo bottonn of the bago.		
When you have completed all required DTE: When you have completed all require	d steps, be sure to click "Submit" on the next p	page.		
When you have completed all required DTE: When you have completed all require Student Irving ISD Student ID Number	d steps, be sure to click "Submit" on the next j	page.		
When you have completed all required DTE: When you have completed all require Student Irving ISD Student ID Number First Name	d steps, be sure to click "Submit" on the next p	Last Name		
When you have completed all required DTE: When you have completed all require Student Irving ISD Student ID Number First Name Legal First Name	Middle Name	Last Name	me	

On this page, you will answer many questions about yourself and your time in school. Please see below for some guidelines and tips for success:

Student

Your Profile information will automatically populate on this form.

Schools Attended – Checkbox of Schools

This is answered within a checkbox/dropdown list of all Irving ISD schools you have attended, including your official Home high school campus. Select all schools that you have attended in Irving ISD.

You will also select your counselor's name in this step. You MUST know your assigned counselor's name. They will complete a review of your application and they will not be assigned to view your application if they are not assigned by you.

High School Performance

In this section, you will enter your Official GPA (100 point and 4 point scales), Official class rank percentage, and Official class rank number.

Please be advised tha	t our system will	automatically	populate you	r official	attendance
standing	gs as of the end	of your Junior	Year of High S	chool.	

You must access your Home Access Center (HAC) to input your GPA and Class Rank/Percentage. Here is the link to access your HAC: <u>https://www.irvingisd.net/HAC</u>. To access the information you will need to input here, log-in to HAC, click on the "Grades" section at the top, then the tab for "transcript". When you scroll all the way down, you will see your GPA and Class Rank. You must input both your Weighted 100 pt GPA, your weighted 4.0 GPA, class rank, and class rank percentage. To calculate your Class Rank Percentage, divide your rank by the total number of students in your class, then multiply that number by 100. For example, if you see the following under rank: 103/567, your rank is 103 and your rank percentage is 103 divided by 567, x100, or 18.17.

(4-point)			
Idance			
s Rank Percentage			
s Rank Number			
	Save Draft	Mark Complete	Close

Academic Programs

This is answered within a checkbox/dropdown list for different programs that you participated in while in school. You will need to select which academic programs you were part of and the grade years for each, if asked.

EX: AVID, Grades 7-12 Night Owl Academy CTE, Floral Design Pathway

Prep: Create an organized list of all Academic Programs you were part of, and grade years for each.

Program Name	Grade Years of Participation

AP, Dual Placement, Honors Courses

Prep: Create an organized list of all Advanced Placement, Dual Placement, or Honors Courses you've completed.

Course	AP/Dual Credit/Honors	Grade Years of Enrollment

Honors programs you are a member of

Prep: Create an organized list of specific honors and awards you have received during your high school years.

Name of Organization	Award/Honor	Grade Year Awarded

Sports

School-Sponsored Sports

Prep: Create a complete list of SCHOOL-SPONSORED sports you participated in during high school.

Sport	Grade Year(s) Participated	Role or Position

Sports Programs Outside of School

Prep: Create a complete list of sports you participated in with programs or events outside of school.

(EX: IBA Irving Basketball Association, Miracle League of Irving, IMRS Irving Marathon Running Series Frost Half Marathon)

Sport	Organization	Grade Year(s) Participated	Role or Position

Fine Arts

Prep: Create a complete list of Fine Arts in which you have participated in high school. (EX: Theatre, Band, Orchestra, Choir, Dance, etc.)

Fire Art	Grade Year(s) Participated	Role or Position

Music

Prep: Create a list of program names and grade years you have taken private lessons for music.

Music Instructor/Agency	Location	Grade Year(s) of Private Lessons

Music Performance

Prep: Create a list of organizations with whom you have performed music.

Organization	Performance Venue	Grade Year(s)

Extracurricular

Prep: Create a complete list of extracurricular activities outside the classroom environment during your high school years.

Name of Organization	Grade Year(s) Participating	Role

Leadership

Prep: Create a complete list of leadership roles you've held, whether IN OR OUTSIDE school setting.

Name of Organization	Grade Year(s) of Leadership	Role or Position

COLLEGE PURSUITS

College Applications and Acceptance

Colleges, universities, and other schools will be listed in a checkbox for you to 'Select all that apply.'

Prep: Create an alphabetized list of your college choices in each of these three categories:

Schools for which YOU ALREADY HAVE ACCEPTANCE letters

Schools you have applied to and are WAITING TO HEAR from

Schools for which you are currently WORKING ON applications

Areas of Study

This section is all Yes/No via radio buttons, regarding what you plan to study in college.

Career Pursuits

This section is Yes/No radio buttons and deals with what you plan to do as a career after college.

VOLUNTEER AND COMMUNITY SERVICE

NOTE: Volunteer work and community service are <u>unpaid acts of goodwill</u>, within a structured operation, and cannot be court-ordered or performed as a service to family/friends. Common examples include volunteering with clubs, teams, or programs (service project picking up litter, working with a group on North Texas Giving Day, etc.), mentoring younger children in a scheduled environment, mission trips with religious and service organizations, being a regularly scheduled volunteer at a library, animal shelter, soup kitchen, etc.) You will first select the number range corresponding with your total number of hours, then provide your volunteer history in an organized list.

Prep: Calculate all volunteer hours you've accumulated during your high school years and know the total number of hours.

Prep: Create an organized list of information for each volunteer activity.

Organization	Date(s)	Contact Full Name	Contact Email	Contact Phone	# of Hours

GENERAL INFORMATION

Work Experience

This section covers if/where you have been employed.

Prep: Create an organized list of your work history, including information listed below.

Employer	Location	Dates Worked	Role	Responsibilities	# of Hours per week

Heritage

This section is short and only contains 3 yes/no questions about your heritage.

Hardship

This section is short and only contains 2 yes/no questions about your financial situation.

Family History

This section is short and only contains 8 yes/no questions about your family history.

Other

This section is short and only contains 2 yes/no questions.

MAIN APPLICATION ESSAYS

Each essay has a limit of 300 words; use your word count efficiently so reviewers and donors can get to know you in the most engaging yet succinct ways. You may see a few more essay questions, depending on where you are eligible, but every Eligibility Application contains these same six questions and are required of every applicant.

Prep: Think about your answers to each of the following questions and work on telling your story in 300 words or less. You are encouraged to write your essays now and paste them into the Eligibility Application once the portal opens.

- About You: Describe your interests, talents, and strengths, emphasizing what makes you unique. Discuss your extracurricular involvement, including volunteer work and paid positions, and explain your motivations. You can also share a pivotal experience or recognition that has shaped your self-awareness and worldview. *
- 2. Your Future: What goals do you have for yourself after high school graduation? Include the areas you would like to study and what are your short- and long-term goals for your career. *
- 3. Paying for College: Explain your family's financial situation and how it affects your needs for college funds. *
- 4. One More Thing: Every student has a journey, background, identity, or talent that is so important, this scholarship application would be incomplete without it. Tell us what we don't yet know about you, what we should have asked but didn't, and share your story. *

Click "Mark Complete" at either the top of the page or the bottom to see the next step. You can make changes to this step as well. If you choose to do so, you will need to press "Save Changes" once completed.

When you have completed your Eligibility Application, your screen will look like this:

Eligibility Application		Eligibility
low you will find a section for each step that needs to be completed for this for you to submit your ormation. If action is required, click "Open" to complete the section.		-
PORTANT: Once you have completed all required items for this step, be sure to click "Submit".		
fore submitting, you will be able to edit any section. Once you`ve submitted, you will be unable to n y changes.	nake	
	· · · · · · · · · · · · · · · · · · ·	Edit
Scholarship Eligibility Application	Complete	
Scholarship Eligibility Application Click "Open" to complete the next step.	Complete	
Scholarship Eligibility Application Click "Open" to complete the next step. • If you have saved or completed this step, you can click "Edit" to make changes before submitting.	Complete	

Click the "Submit Eligibility" to start the website matching process. You will see that your eligibility application will now say "Eligibility Under Review"

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission. If you need to update your profile in the future, click "Edit".				
Profile	Complete	Edit		
Now that you have created your profile, you can begin the submission process At any point in the process, you can return to the homepage to view the status • Status bar is blue, there is an action required. Click on the Card to comp • Status bar is red, there is an error. Please reach out to the Administrator • Status bar is gray, your submission is under review or completed and no	s. Click the submission card below to get started. s of your submission and actions required. lete. of this program. action is needed.			
Created on Eligibility Under Review				

Your Eligibility application page will look like this once your application is submitted:

Eligibility Application	This has been submitted
ccess! Your eligibility matching is currently processing. You should receive notification within the next 10 nutes regarding scholarships that you are matched with.	
on the lookout for an email from your Program Administrator regarding next steps. You can always login /our portal to check the status and any required actions.	
Cabalayahin Flinihility Application	View
Scholarship Eligibility Application	
Click "Open" to complete the next step.	
Click "Open" to complete the next step. If you have saved or completed this step, you can click "Edit" to make changes before submitting.	

Your next step is to wait for the website to match you to scholarships that you are eligible for, based on the answers you gave to the questions in the eligibility application! Make sure you are checking your email and that you come back into the application once the matching has been completed! The matching process should take just a few minutes. You can choose to stay in the program and refresh after some time, or exit and wait for an email. Make sure you come back and finish before the deadline though!

SCHOLARSHIP APPLICATION

When you re-enter the application portal, you will see that you can now fill out the "Scholarship Application"



Click "Scholarship Application" to open the next page. Here you will see the Scholarship Applications as well as the Recommendations needed.

		Order by: Newest to Oldest ~
Scholarship Application		Submit Scholarship Responses
Scholarship Applications	Action Required	Open
Request an Academic Recommendation	Action Required	Open
Request a Personal Recommendation	Action Required	Open

SCHOLARSHIP APPLICATIONS

Open the Scholarship Applications portal by clicking "Open". On this page you will see all of the scholarships that you are eligible for. To apply for a specific scholarship, you will need to click "Open" and answer the questions that go with that scholarship.

Scholarship Applications -				Close
Below is a list of scholarships that you were matched with based on y	our application. Please indicate whether you w	ould like to be considered.	_	
Minimum required: 1 Maximum allowed: 500				⊦ New Item
Name 🗢	Want to be Considered 🖨	Essay? ≑		
	Yes	Yes		Edit
			draft	Open

Some scholarships require an essay, but all require that you say that you would like to be considered. You must open each scholarship application and answer the questions for each to be considered.

Scholarship Applications -	Delete	Save Draft	Mark Complete	Close
Linked Scholarship list				
Irving All Sports Association Scholarship				~
Scholarship Name				
Irving All Sports Association Scholarship				
Required Essay Question				
Description				
Awarded to a student who participated in programs within the riving Air sports Association.				
Essay Required				
NO				
Yes				
○ No				
Does this scholarship require an essay response? *				
~ v				
○ Yes				

Here is an example of a scholarship that does not require an essay:

For these, you'll just need to select if you would like to be considered or not, and then answer "no" to the question "Does this scholarship require an essay response?"

Here is an example of a scholarship that does have an essay question:

Cancer Fighters Schol	arship in Memory of Jessica Robison Preston
Scholarship Name	
Cancer Fighters Schol	arship in Memory of Jessica Robison Preston
Required Essay Ques	stion
Reflecting on the impa you? Describe the cha shaped your sense of and the importance of	ct of cancer on your life, share your personal experiences and insights. How has the diagnosis influenced your life and the lives of those aroun llenges you faced, the emotions you encountered, and any profound realizations you gained during this journey. How has the experience self, your relationships, and your perspective on life? In recounting your story, consider the lessons you have learned about resilience, strengt support systems in times of adversity.
Description	
Having too many fami a loving wife and moth Scholarship is awarde their lives.	y members and friends fight UGLY cancer, Renee Copeland and friends established this scholarship to honor Jessica Roanna Robison Presto ier of two young children. Jessica passed away on Wednesday, March 24, 2021, just two days shy of her 34th birthday. The Cancer Fighter d to a senior who has or has had an immediate family member battling cancer and authors an essay detailing the effects the disease has had
Essay Required	
Yes	
Do you want to be co	vnsidered for this scholarship *
Yes	
O No	
Does this scholarshi	p require an essay response? *
Yes	
⊃ No	
Essay Response *	

For these scholarships, you will need to select if you'd like to be considered or not, then answer "yes" to the question "Does this scholarship require an essay question?".

Finally, you'll answer the essay question for the scholarship. The prompt is below the heading "Required Essay Question". If you want some more time to complete the essay questions, you can select "Save Draft" to come back to it later. You must commit to coming back to the application though before the due date to submit.

Once you have answered the questions for the scholarship, click the "Mark Complete" button.

Your Scholarship Application will now look like this, when you have finished all scholarship applications, you will see the green text at the top of your page:

IRVING SCHOOLS FOUNDATION					
Homepage >	> Scho	larship Applications		Welcome	
Scholarsh Below is a list of schola	ip Applicatio	DNS -	plication. Please indicate whether you w	ould like to be considered.	Close
	You have met the required	minimum for this step. Ye	ou can continue adding items if necessa	ry up to the stated maximum.	
Minimum required: 1	Maximum allowed: 500	Total Completed:			+ New Item
Name ≑			Want to be Considered \$	Essay? ≑	
			Yes	Yes	Edit
			Yes	No	Edit
			Yes	Yes	Edit
			Yes	No	Edit
			Yes	No	Edit

Click your ID Number at the top to return to the main page.

Here you will be prompted to ask for recommendations.

Scholarship Application		Submit Scholarship Responses
Scholarship Applications	Complete	Edit
Request an Academic Recommendation	Action Required	Open
Request a Personal Recommendation	Action Required	Open

RECOMMENDATIONS

Another thing you will need to do is request one Academic and one Personal Recommendation. To do this, you will Open the window for each and click "+New Request", Next, you will fill out the contact information for the person who you would like to request a recommendation from.

IRVING SCHOOLS FOUNDATION				
Homepage > Request an Academic Recommendation	Welcome,			
Request an Academic Recommendation	Close			
Please click "+Add New Item". Minimum required: 1 Maximum allowed: 1	Show: All - + New Request			
You have not added any	requests			
wizehive				

You will need their name, email address, the organization that you know them from, their relationship to you, and an optional note that will be sent to them. Once you have filled out this information, press the blue "Send" button in the upper right corner.

This is what the screen will look like for both the Academic and Personal Recommendations, after they have been sent.

	IRVING SCHOO FOUND	G OLS DATION
Homepage >	Request an Academic Recommendation	Welcome.
Request an A Recommend	Academic ation	Close
	i në minimum requireo requests nave been sent. Please check bad	ack to ensure they have been completed.
Minimum required: 1	Maximum allowed: 1	Show: All + New Request Reminders can be sent
- sent	Sent -	DT Remind View Delete
	uizeblue.	

Here, you can request reminder emails to be sent to your recommenders, if necessary.

Please check your application frequently to ensure that the people who you requested a recommendation from have completed their necessary steps! You must have both recommendations submitted prior to completing your application.

Once all of your recommendations have been submitted, you will see this screen, with the option to submit:

Scholarship Application		Submit Scholarship Responses
Scholarship Applications	Complete	Edit
Request an Academic Recommendation	Complete	Open
Request a Personal Recommendation	Complete	Open

Click the "Submit Scholarship Responses" to finish your application! This is your final step!

Scholarship Application Thank you! You will be contacted if any additional information is needed.	This has been submitted
Scholarship Applications	Open
Request an Academic Recommendation	Open
Request a Personal Recommendation	Open

You will know that your application is complete and submitted when you see the "This has been submitted" button. When you return to your Homepage, you will see the text under your ID number and school name has changed to say "Scholarship Applications Under Review"

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission. If you need to update your profile in the future, click "Edit".			
Profile		Complete	Edit
Now that you have created your profile, you c	an begin the submission process. Click the sub	omission card below to get started.	
Status bar is blue, there is an action req Status bar is red, there is an error. Pleas Status bar is gray, your submission is un	uired. Click on the Card to complete. e reach out to the Administrator of this program der review or completed and no action is need	n. led.	
Created on Scholarship Applications Under Re			

You must submit by **December 20th, 2024**! It is imperative that you start early and reach out to the people giving you recommendations many days or weeks before December 20th.

GLOSSARY

AcDec – Academic Decathlon

AP – Advanced Placement

AVID - Achievement Via Individual Determination program

CTE - Career and Technical Education

Dallas Promise - Dallas County Promise - Coalition of school districts, colleges, universities, employers, and communities that have joined forces to help more Dallas County students complete college and begin careers; part of the statewide initiative known as 60x30TX: 60% of adults ages 25 to 34 with a degree by 2030.

DECA - Distributive Education Clubs of America

EMT – Emergency Medical Technician

Espanita Neighborhood - Houses on Avenida Loop, Calle de Sol, Cantrell St, Casa Bello Ct, Cavalier Ct, Cibola Dr, Encanto Cr, Esplendor Ave, Grande Bulevar, Hacienda Cr, Lago Vista Loop, Ranchero Cr, Salida St, and houses on Pocatello with numbers 3799 or lower

First Generation to Attend College - you and other children of your parents and their siblings the first in your family to attend college

First Person to Attend College - Answer 'Yes' only if no on in your family has ever taken credit courses at a college

First Responder - peace officer, paramedic, firefighter, detention officer, county jailer, and emergency medical service employees

GT - Gifted and Talented program

HIPPY - Home Instruction of Parents of Preschool Youth

HOSA - Health Occupation Students of America

IISD - Irving Independent School District

ISF -- Irving Schools Foundation

LIFE Skills - Learning in a Functional Environment program, LIFE Skills program

Newcomer Academy - Program for students who have been in the USA two years or less and who are entering 6th through 10th grades

NHS - National Honor Society

Night Owl Academy - Program for earning high school diploma during evening hours or flex hours throughout the day

Project PASS - Program for Assisting Students in School program

Second Generation in IISD - 'One/both of your parents attended school in Irving ISD, or one/both of your parents work for Irving ISD

- SPED-Special Education
- TAPPS Teenage Pregnant & Parenting Students program
- UIL University Interscholastic League