



**AHS Scholarship Procedure
Updated 10/2/12**

All scholarships received by the AHS Counseling Office are included in *Guidelines*, the monthly senior newsletter. Each month *Guidelines* is posted on the AHS Guidance web page. Scholarships that become available after the newsletter has been published are included on the PA announcements and emailed to senior English teachers to announce.

Original scholarship applications are kept in the counseling office. Seniors request copies of specific scholarships on a sign-up sheet that we use to keep a record of student requests.

Copies of requested applications are delivered directly to the student. For scholarships that require a transcript, the counseling office provides the student with an official transcript in a sealed envelope to include with the completed application. Students are asked to mail their completed applications and all supporting documents.

Scholarship deadlines are included with all other dates of importance to seniors on the Guidance Calendar included on the AHS website.

PREPARING STUDENTS FOR: THEIR LIVES, THE COMMUNITY, THE WORLD.

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