Lake Mills Local Scholarship Application Instructions

1. Access the application by going to the Lake Mills High School web page. Click on "Scholarships" and click on the "+" in front of "Lake Mills High School Local Scholarship". Click on the attachment to bring up the application.

2. Create a new account. Your username is your email address (I would suggest using your school password.)

3. Fill out the ENTIRE application following the directions carefully. Make sure all information is CORRECT. The application can be saved, so you can continue working on it later**. (Only click "submit" when your application is complete. You will NOT be able to make changes to your application after you have submitted it.)**

4. All documents *MUST* be saved in a *PDF* format. All school computers will allow you to save word documents in a PDF format. When doing your final save, simply change the "Save as Type" field to "PDF".

5. Ask Mrs. Sweeney or Mrs. Wollin for a copy of your transcript. Scan your transcript in the LMC and save as a PDF to upload it to your application. (Mrs. Bade or Mrs. Vanderheiden can help you with this. There are also instructions taped to the scanner in the LMC)

6. CLICK 'SUBMIT APPLICATION." (Your application will not be considered unless it has been officially submitted.)

COMPLETE SCHOLARSHIP APPLICATIONS ARE DUE BY 5:00 P.M. ON MARCH 9, 2016

NO EXCEPTIONS

The website will become inactive as of 5:00 p.m. on March 9 and you will no longer be able to access your account.

Please do not "submit" your application until you have uploaded all documents (including a transcript) and completed the entire application.

Ask Mrs. Sweeney or Mrs. Wollin if you have any questions!