

## Instructions for Local Scholarship Submission

Carefully read the scholarship description and eligibility criteria. We encourage you to apply for all scholarships where you meet the eligibility requirements. Complete the scholarship in its entirety.

If a transcript is required, the counseling department will attach it to your submission once it is received. Scan and submit your completed application to: [hhs\\_scholarships@highlandschools.org](mailto:hhs_scholarships@highlandschools.org).

The scholarship must be emailed, preferably as a PDF, to [hhs\\_scholarships@highlandschools.org](mailto:hhs_scholarships@highlandschools.org). Include your last name, first name, and the name of the scholarship you are applying for in the subject line of each email. If you are applying for multiple scholarships, please send each in a separate email.

Please add the following information to the body of the email. This information will be used to contact the applicant with interview appointments, questions, clarifications, etc.: ***Student's Name, Student's School Email Address, and Best Phone Number to Reach You.*** This information must be current and accurate. We will be using ONLY the student's school email address, so check your email daily. See example below.

### APPLICATIONS MUST BE EMAILED BY MARCH 5, 2021.

