



# NORTH ANDOVER HIGH SCHOOL

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978-794-1711

[www.nahs.northandoverpublicschools.com](http://www.nahs.northandoverpublicschools.com)

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February 9, 2015

Dear Class of 2015 Seniors and Parents,

The North Andover High School Guidance Department annually compiles a list of scholarships that are donated by local businesses, individual donors, trusts and civic organizations for deserving North Andover High School seniors. The entire process is administered on-line using our Naviance software program.

On **Friday, February 13, 2015**, seniors will be given access to all the scholarships and their respective applications through the **student's** Naviance account. Seniors will be given six (6) weeks to complete and send their applications directly to our scholarship donors. On **Wednesday, April 1, 2015 at 6:00 pm**, the applications will be removed from Naviance and **no late applications will be accepted**.

Attached are the procedures to follow in order to apply for the scholarships in our Naviance Scholarship Program. You will need to start the application process **early**, as several scholarships require multiple steps and supporting documents. Please follow all directions on the instruction sheet attached, as well as on each application very carefully. It is your responsibility to make sure all required documents are submitted as instructed. Paper copies of these applications will not be available. If you do not have access to a computer at home, you may use a computer in the Guidance Office, the high school library or at Steven's Library on Main Street in North Andover.

The Guidance Department encourages all seniors to apply for these scholarships. Recipients will be recognized and will receive their awards at our **7th Annual Scholarship Knight for Seniors**, which is scheduled during Senior Week on **Thursday, June 4, 2015**. Please note that this event is by invitation only and will be mailed to the scholarship recipients and their families two weeks prior to the event.

Our scholarship coordinator, Debbie Conti, will be available throughout the process, to answer any questions you may have. You can reach her at 978-794-2090 x 8 or by email at [contid@northandoverpublicschools.com](mailto:contid@northandoverpublicschools.com)

On behalf of the Guidance Department, I would like to extend our best wishes to the Class of 2015 in all their future endeavors.

Sincerely,

*Steven M. Nugent*

Steven M. Nugent  
Director of Guidance

## NAHS Class of 2015 Naviance Scholarship Program Procedures

Our scholarship program offers three types of scholarships:

**Section A** – Students should complete **only one** of the Section A Scholarship Applications and cover sheet on-line on Naviance. This application should be sent directly to the e-mail address listed on the application and in Naviance.

**Section B** – Students should complete the Section B Scholarship Application on-line on Naviance. Send **one** Section B application to **each** of the scholarships to which you are applying. The application should be sent directly to the donor's e-mail address provided on the individual scholarship page on Naviance.

**Section C** – In this section, each of the donors have provided separate scholarship applications. Students should complete the applications on-line on Naviance, and send them directly to the donor's e-mail address listed on the application.

*Please note that the North Andover Scholarship Foundation (NASF) represents over 30 scholarship donors, with awards ranging from \$500 - \$2,500. You only need to complete one NASF application to be considered for all scholarships.*

### **IMPORTANT INFORMATION**

- **You must use Microsoft WORD when completing all scholarship applications.**
- **Your completed applications must be saved as .doc documents.**
- **No other software will be compatible with our program.**
- **NOTE: Scholarship donors have been asked to send confirmation e-mails to applicants that their applications were received properly. If you do not receive a confirmation e-mail, please email the donor directly to verify that they have received your application.**

To access the Scholarship Program on Naviance, you will need to do the following:

- Login to the **student's** Naviance account
- Click on "Colleges"
- Scroll down and click on "Scholarships & Money"
- Click on "Scholarship List"
- Click on the selected scholarship
- Read description and if selected, click on "download" to access the application
- Read directions and follow each step on the application carefully

Each application includes instructions on how to complete, save and e-mail your applications and attachments to the scholarship organizations listed in Naviance. **Please note that you cannot save your work directly in Naviance.** Once you have started your application, you will need to save it on your computer as a **.doc Word** document.

Some of the scholarships will require a transcript. **To request a transcript**, you will need to send an email to Debbie Conti, at [contid@northandoverpublicschools.com](mailto:contid@northandoverpublicschools.com) requesting to have your transcript e-mailed to you. **You may request your transcript between Friday, February 13, 2015 and Friday, March 27, 2015**, and an electronic copy of your transcript in PDF format will be sent to you within 48 hours of receipt of your request. Do not try and change it to Word format. Attach it "as is" to the email you send the donor. Note that we will not be able to accommodate requests after March 27<sup>th</sup>, and can only accept e-mailed requests. Therefore if you know you will need a transcript, we recommend you submit your request as early as possible.

In addition, the transcript you receive will include your first trimester senior grades and GPA through junior year. It will not show a class rank. **If the scholarship requires a class rank** you will need to do the following:

- Login to the student's Naviance account
- Click on "About Me" tab
- Scroll down to "Official Things" – click on "Profile"
- Click on "Profile: Edit"
- Enter your full name in the "Nickname" box (ie. John Smith)
- Click on "Update"
- Highlight personal profile information and copy and paste into a Word document
- Name the document "Class Rank – Your Name"
- Attach this document along with your application to the email sent to the donor organization

**NOTE:** The class rank will reflect your status as of the end of junior year. We do not recalculate GPA and rank in your senior year. **The rank is out of 378 students.** Our scholarship donors have been made aware of this. If you have any general or technical questions, please email our Scholarship Coordinator, Debbie Conti, at [contid@northandoverpublicschools.com](mailto:contid@northandoverpublicschools.com)