

Sparta Scholarship Application Instructions

- Fill out the application completely.
- Complete your personal statement.
- Submit additional requirements if requested by a specific scholarship (examples: additional essays, letters of recommendation, transcript, additional questions).
- Transcript requests for scholarship applications need to be made through Parchment by February 20th.
- For the first column of the application (gray), you will only provide one packet with a box checked for each scholarship you are applying to. For the second column (white), you must provide one packet per scholarship that you are applying for and place a check mark on the cover page.
- Do NOT use the SHS Scholarship Application to apply for scholarships that use a different application (marked as ‘*separate local scholarship*’ in the Criteria pages). These applications can be found on the scholarship page on the SHS website.
- If a letter of recommendation is required it will be noted with an asterisk (*) on the cover page. Only one letter of recommendation is required per packet (unless otherwise indicated).
- Letters of Recommendation must come a non-family member (staff member, coach, community member, employer). Make sure to thank them afterwards. Be sure to give your letter writers enough time to complete the letter.
- Sign the application.
- Complete the “Checklist Page” by checking all of the applications you are applying for. You are asked to indicate, as a whole, all of the completed applications you are submitting regardless of application format.
- Staple together application packets. **Please do not use paperclips.**
- The deadline for completed applications is Friday, February 23rd at 7:40am. Applications should be turned into the Student Services Office. Applications turned in after that time will be marked as “late.”

Please note: All information filled out in the scholarship application, including but not limited to: application form, personal statement/essay, and additional essays must be the student’s original work. Applications will be considered invalid if it is found that the student did not complete the work or copied the work of another. For this reason, any request for information regarding how to fill out the scholarship application must come from the student only. Parents are encouraged to be helpful throughout the application process, but should make sure that only the student completes all portions of the application form.

IMPORTANT DATES:

- If you will be receiving military education benefits/scholarships, have your recruiter contact Ms. Masica (608-366-3425 or hmasica@spartan.org) by Monday, April 12, 2024 if you would like to be recognized at our Awards Night.

- If you have received scholarships from outside organizations or schools and would like to be recognized at our awards night, please provide Ms. Masica with written documentation by Monday, April 12, 2024.
- Scholarship Awards Night will be held on Wednesday, May 1st at 6:30pm in the Auditorium. If you are the recipient of a scholarship, you will receive an invitation in the mail.