

If you have already started your **Dollars for Scholars** profile, that's great! If not, we're here to help. We highly recommend that you work on your profile now and not wait until the spring of your senior year to try to catch up.

Go to the DFS website <http://district883.dollarsforscholars.org> and click on the **Students & Parents** link to log in. Enter your existing email address and password. If you haven't created a profile yet, click on the "**click here**" link above the login box to answer a few starter questions, go to your designated email program for an intro email, and follow the directions provided.

Once you are logged into ChapterNet, go to the "My Information" section. Most sections need to be populated. See the dashboard to monitor your progress. Keep adding new information as you complete qualifying activities throughout the year.

<b>Basic Information</b> (enter now)	<b>Additional Information</b> (enter now)	<b>Schools</b> (enter now)
<b>GPA (RHS uses weighted GPAs)</b> (enter now)	<b>Class Rank (RHS uses integer)</b> (enter now)	<b>Test Scores</b> (enter when completed)
<b>Activities</b> (enter now and update)	<b>Awards (scholarship \$\$ received)</b> (enter now and update)	<b>Employment</b> (enter now and update)
<b>Documents</b> (optional; enter only as directed)	<b>Parent/Guardian Info</b> (enter now; see below if under 18)	<b>Financial Info</b> (optional; see below)
<b>Essays (1 required; 1 optional)</b> (enter now)	<b>Personal Reference</b> (request by early March)	<b>Transcripts</b> (request by early March)

- **FINANCIAL INFO & PARENT INFO**
  - Parent or personal financial information required if you apply for scholarships based on financial need.
  - Parental consent is required to apply for scholarships if student is under 18.
- **ESSAYS – Goals/Aspirations, Unusual Circumstances**
  - Essays should be "anonymous", i.e., do not use your name or family members' names in your essays.
  - All entries information are confidential and will only be read by our evaluators (they only see your DFS ID#).
- **REFERENCES & TRANSCRIPTS:**
  - Determine who you will ask to be your personal reference; complete the reference request in ChapterNet.
  - Submit the official transcript request to import your final GPA/class rank – this should go to the RHS school counselor Jill Gordee ([gordeej@rockford.k12.mn.us](mailto:gordeej@rockford.k12.mn.us)).
  - NOTE: Be sure you use the correct email address for these requests. Follow up with your reference early to ensure they have completed their review before the application deadline.

**Once you have started your profile, you can locate matching scholarships under "My Scholarships":**

- Local DFS scholarships open on February 1; national scholarships may be available now (profile is linked to FASTWEB).
- As you work to complete your profile, continue to search for matching scholarships and answer qualifying questions.
- Complete any custom questions and special essays required and finally **APPLY** for the scholarships you've matched to.

**Deadline for the CLASS OF 2016 to complete profiles and apply for local DFS scholarships is FRIDAY APRIL 8, 2016. Don't wait until the last minute!!**

If you have any questions or need assistance completing your profile or applying:

- Attend senior workshop during school on November 23. The office will let you know when additional sessions are scheduled throughout the year.
- Contact a DFS board member directly with any questions (prior to the deadline, please):
 

<b>Karen Nielsen</b>	<b>612-719-1703</b>	<a href="mailto:karen.nielsen@nielsen.com">karen.nielsen@nielsen.com</a>
<b>Sue Poulsen</b>	<b>763-276-6031</b>	<a href="mailto:suepoulsen@comcast.net">suepoulsen@comcast.net</a>