

Steps to Successfully Complete Your Scholarship Applications

1. Go to the West Bend School District home page: west-bend.k12.wi.us
 2. Select **Schools** → choose **East High School** or **West High School**
 3. Go to **Students** → click on **Scholarship Information**
 4. Carefully read through the **Scholarship Guide**
 5. Print out and complete the **Scholarship Checklist**
 6. Complete the applications:
 - Option A: Download, print, and fill them out by hand
 - Option B: Download each application, save it to your desktop or flash drive, and type into the fillable version
 7. Make the required number of copies for each application
 8. Watch for an announcement when transcripts are ready. Pick up your transcript in the **Career Readiness Center**
 9. Make enough copies of your transcript to attach to *every* scholarship application
 10. Pick up your **Volunteer Service Report**, make copies, and attach them to any applications where you want the interview team to see your volunteer work
 11. Submit all completed paperwork to **Ms. Mueller** no later than **February 12, 2026**
 12. **Follow the instructions on the Submitting Applications Sheet to ensure your paperwork is organized correctly**
- If you have any questions along the way, please see **Ms. Mueller** in the Career Readiness Center or Email her at Mmueller@wbsd-schools.org for help!

East Scholarship Website



West Scholarship Website

