Community Education Foundation

SCHOLARSHIP APPLICATION

2026 Scholarship Application Instructions

Application Opens: Sunday, February 1, 2026 at 6 am
Application Closes: Sunday, March 1, 2026 at 11:59 pm (No Exceptions)

PLEASE READ INSTRUCTIONS BEFORE YOU GET STARTED!
FAILURE TO DO SO MAY RESULT IN APPLICATION NOT BEING COMPLETED CORRECTLY.
Additional instructions are provided on the application.

1. Go to link provided below for access to application: https://communityisd.eformsolutions.com/

2. Log in as a new applicant, click the "If you are not registered user and wish to register" link to create your account.

   Email Address: **THIS MUST BE YOUR CISD EMAIL ADDRESS**

   Create Password **PLEASE WRITE DOWN AND KEEP IN A SAFE PLACE. CEF WILL NOT HAVE ACCESS TO RETRIEVE LOST PASSWORDS AND YOU WILL HAVE TO START OVER!**

3. You will need to fill out each page/section and **SAVE EACH PAGE/SECTION BEFORE GOING TO THE NEXT** (save icon is on the 

bottom left-hand corner of each page and next to the print icon).

PAGE/SECTIONS

Do not forget to SAVE YOUR WORK prior to going on to the next page/section.
You can save an incomplete page and come back to it later. JUST REMEMBER TO SAVE IT!

- **CEF Scholarship Application**
- **Volunteer/Community Service/Employment**
  All community service hours are as of CEF Scholarship Application Deadline (March 1st)
  No revisions can be made to the scholarship application after it has been submitted.
  Please enter all your volunteer/community service information in the space provided.
  All volunteer/community service hours must be entered into the scholarship application for consideration.

- **Recommendations/Signatures Required**
  It is recommended you start with the Recommendation Section FIRST!
  All recommendations will be submitted online, and you must request recommendations electronically. For teachers (current senior teachers only and college professors are acceptable if taking dual credit), this must be done using their CISD email address only. For community recommendations, be sure that you have their current email address.

It is your responsibility as the applicant to check back with the people you requested recommendations from to be sure they have completed and submitted your recommendation to CEF.
YOU WILL NOT BE ABLE TO SUBMIT YOUR APPLICATION WITHOUT YOUR RECOMMENDATIONS.

Teachers and community recommendation persons will receive an auto-generated email from Community Education Foundation Scholarship at communityisd@eformsolutions.com notifying them you have requested an action from them and for them to click on a link to complete the request.

This request is sent once you enter the email addresses in the section and hit save. Please note the notified, completed, or failed status next to the email addresses. Notified means the email has been sent. Completed means the recommendation has been completed. Failed means the email address is not deliverable. To change the email address, enter the new email address and hit save.

IT IS STRONGLY ADVISED YOU DOUBLE CHECK RECOMMENDATION EMAIL ADDRESSES BEFORE YOU SEND THE REQUEST AND YOU FOLLOW-UP WITH THEM FROM TIME TO TIME. ESPECIALLY WITH THE COMMUNITY RECOMMENDATIONS. THE AUTO-GENERATED EMAIL MAY GO TO THEIR JUNK OR SPAM FOLDER(S).

It is recommended that your senior teacher recommendations be submitted by one of your "core" subject teachers.

A community recommendation may NOT be written by a relative, Community Education Foundation Board Member, CISD Superintendent, high school teacher, high school counselor, and CISD high school coaches.

- **School/Extra Curricular**
  To select a consecutive group of grades, click the first grade, hold down the SHIFT key, and then click the last grade. To select grades that are not consecutive, use the CONTROL key and click to select each grade.

- **Short Answer: the CEF short answer questions are mandatory.**
  Please read the instructions for the three questions before getting started.
  All other essays are optional and based on specific criteria to be considered.

  You can hover over the  to see your word count for the essay. If you are copying and pasting your essay, please review the essay after it has been pasted into the application. Sometimes paragraph breaks or spacing issues appear during the transfer process. Please double check your essay appearance to ensure that appropriate formatting has been preserved.

PRINTING THE APPLICATION



You may print a copy of the application at any time by using the print icon located at the bottom left-hand corner of the application. It will be your responsibility to keep a printed copy of your completed application.

Community Education Foundation

SCHOLARSHIP APPLICATION

What the symbols mean next to the sections

Once a section is completed the  **next to the section will change to**  **symbol. You can hover over the to**  **see what still needs to be completed in that section. The**  **means all the information has been completed for the section. You can submit your application if all the sections show**  **.**

IMPORTANT!
DO NOT SUMBIT your application until you are sure you are finished with it. You do not have to complete your application in one sitting if your schedule does not allow. You may start and stop when you need to if it is completed by March 1st at 4:00 PM. Be sure to SAVE every page/section before you leave it, or you will lose information. Once you submit, you will not be able to go back in and edit. If you have not submitted your application, you may go in and out of the application to edit it. Be sure you save after you edit. Watch the status bar at the bottom left corner of the application. This will let you know whether you have submitted your application or not.

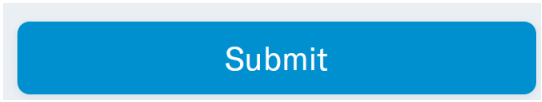
Once an application is submitted, the applicant will receive an email confirming the application has been successfully submitted.

4. **After you have submitted your application**, you may log into your application to see status: Submitted. You may also print a copy of your application at any time using the printer button in the bottom left corner of the application. To print your application in its entirety rather than in sections, you will need to click on the CEF Application section of the application prior to clicking the printer icon.
5. **DEADLINE is 11:59 PM on MARCH 1, 2026. NO EXCEPTIONS!**
   The system will lock down at that time and any un-submitted applications will not be accepted or available to complete and submit. DO NOT WAIT UNTIL 11:59 PM ON THE 1ST TO SUBMIT YOUR APPLICATION!
6. It is the applicant's responsibility to check the scholarship application status to be sure the application reflects submitted status.

Community Education Foundation

SCHOLARSHIP APPLICATION

SUBMIT! SUBMIT! SUBMIT! SUBMIT! SUBMIT! SUBMIT!



THE SUBMIT ICON IS IN THE BOTTOM LEFT CORNER OF THE SCHOLARSHIP APPLICATION WHERE IT READS "STATUS"

