SCHOLARSHIPS

REQUEST FOR SUPPLEMENTAL MATERIALS FOR SCHOLARSIHPS

It is the student's responsibility to honor deadlines established by each scholarship. If supplemental materials (i.e., transcripts, letters of recommendation) are required to complete a scholarship application, the student must fill this form out and bring it to the counseling department at least one week before the scholarship deadline in order to meet the scholarship requirements.

SCHOLARSHIPS THAT REQUIRE LETTERS OF RECOMMENDATION:

The Tappan Zee High School Counseling department is not authorized to release letters of recommendation to students. We are only permitted to send these letters directly to the scholarship organization either electronically or via mail. Students must address the envelope or provide the email address of the scholarship committee. **DO NOT PUT YOUR RETURN ADDRESS ON THE ENVELOPE.**

Student's Name:_____ Today's Date:_____

Student's Cell Phone Number:_____ Email Address:_____

THIS FORM MUST BE HANDED TO MRS. REYNOLDS OR MRS. FOLEY AND NOT LEFT ON ANY DESKS. YOUR FORM MUST BE REVIEWED WITH YOU TO MAKE SURE ALL OF THE NECESSARY INFORMATION WAS PROVIDED TO PROCESS YOUR REQUEST PROMPTLY

Name of Scholarship	Address or email address of Scholarship	Due Date	Transcript Requested (Yes or No)	Letters of Recommendation Requested (Yes or No)
1.				This application needs _____ (**how many**) letters of recommendation
2.				This application needs _____ (**how many**) letters of recommendation
3.				This application needs _____ (**how many**) letters of recommendation
4.				This application needs _____ (**how many**) letters of recommendation

Date given to the Counseling Dept. : _____ Date Mailed: _____(for office use only)