

REQUEST FOR SUPPLEMENTAL MATERIALS FOR SCHOLARSHIPS

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 a week before the scholarship deadline to allow for processing.**

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 provide an addressed envelope (9 by 12 size) with postage (4 stamps) or 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. CHALUISAN 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

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)

Name(s) of scholarships that counseling center mailed: _____

_____, _____, _____