

Guidance and Overview: Completing the Herb Kohl Educational Foundation Student Excellence Scholarship Application (Homeschool)

Congratulations on reaching your senior year of high school. Please use these instructions as a guide for submitting your application for a Herb Kohl Educational Foundation Student Excellence Scholarship. This is a prestigious accolade that is recognized throughout Wisconsin and beyond as a mark of excellence in education. Each year, the Herb Kohl Educational Foundation confers over 100 Student Excellence Scholarships, 86 to students in public schools, 14 to students in private schools, and 2-3 to students in homeschool settings.

The first step will be for you to build a Personal Profile using the SmartSimple platform by following the homeschool student link at:

https://www.kohleducation.org/studentexcellence/homeschool_students/student_application_form.php

Personal Profile Information

Most of the information included in this section will be obvious, but some might require some explanation. See notes below on each of the fields under Personal Profile. Required fields have a red asterisk in the platform.

- First Name
- Middle Name
- Last Name
- Phonetic Pronunciation of Full Name
 - Even if this seems obvious, please write out a phonetic pronunciation. Recipients have their names and biographies read at regional banquets in their honor next spring, and getting names right is important. Example: George Washington is pronounced jORj wAWsh-ing-tuhn. Suggestion: Use a phonetic translator, such as the one found here:

<https://easypronunciation.com/en/english-phonetic-transcription-converter>

- Email
 - Choose an email that you will be able to monitor without access restrictions. Personal emails tend to be better than school based emails.
- Prefix
- Phone
 - Just as with your email, choose a phone number that you can access without restrictions. Personal numbers are generally better than school numbers.

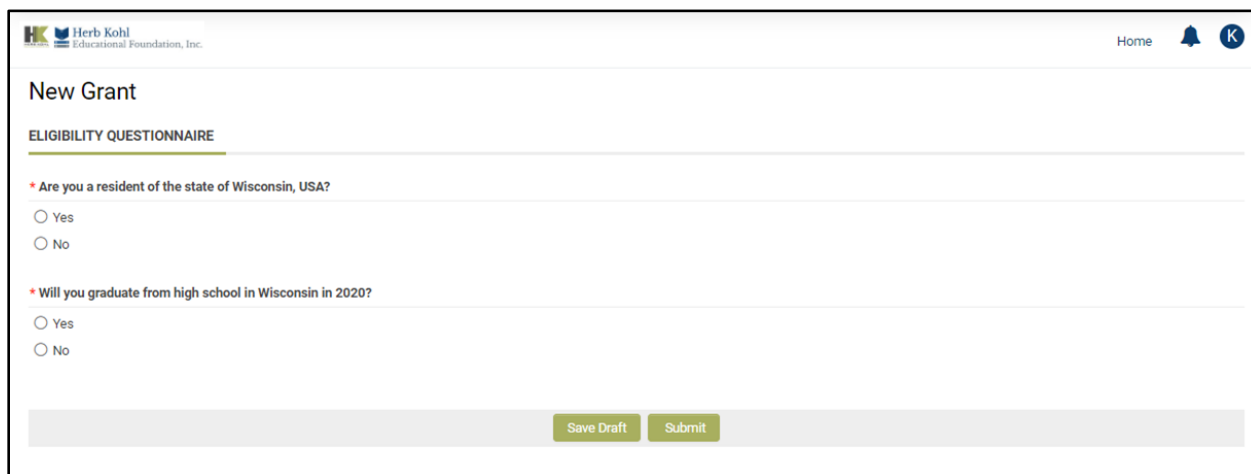
- Cell Phone
- Address
- Address 2
- City
- Country
- State
- Zip
- What type of school are you associated with? Homeschool

Click on the “Validate Profile” button at the bottom to complete your profile, which will allow you to view the application once you return to your Home screen in SmartSimple.

Once you verify your profile information, you’ll be able to apply for a Student Excellence Scholarship award. You will need to select “Student Excellence” in the Funding Opportunities window, upper left side of your home screen. That will open an application for you. Once opened and saved, you’ll be able to return to the same application until the deadline for submission, or until you hit “Submit”.

Eligibility

Please answer the two eligibility questions in order to move forward.



The screenshot shows a mobile application interface for the 'Herb Kohl Educational Foundation, Inc.' The page is titled 'New Grant' and contains an 'ELIGIBILITY QUESTIONNAIRE'. There are two questions, each with radio button options for 'Yes' and 'No'. The first question is 'Are you a resident of the state of Wisconsin, USA?' and the second is 'Will you graduate from high school in Wisconsin in 2020?'. At the bottom of the form, there are two buttons: 'Save Draft' and 'Submit'.

Herb Kohl Educational Foundation, Inc. Home [Notification Icon] [User Icon]

New Grant

ELIGIBILITY QUESTIONNAIRE

* Are you a resident of the state of Wisconsin, USA?

Yes

No

* Will you graduate from high school in Wisconsin in 2020?

Yes

No

Save Draft Submit

Tabs

The Student Excellence Scholarship application asks you to work your way through using a series of tabs, which you can follow in sequential order, or click through to jump from section to section.

The ten tabs are: General Information; Arts & Humanities; Competitive Activities; Service, Civic and Citizenship; Work & Interests; Scholarship & Transcript; Essay; Recommendation; Demographic Information; and Signature. On each tab are fields to fill out. Just like in the Personal Profile, fields marked with a red asterisk are required.

Each tab, and the information required for each tab, is explained in detail, below.

General Information Tab

The information you entered into your profile, along with some of the information from your nomination, will automatically populate most of the fields on this tab. However, there are some additional fields you must complete to move forward.

The screenshot shows the 'General Information' tab of an application form. The application ID is 2019-13119. The status is 'Draft' and the primary contact is 'Kohl Student-Test'. The form includes a navigation menu with tabs for 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', and 'SCHOLARSHIP & TRANSC'. A detailed instruction box explains the navigation and saving process. The 'Student Contact Information' section is expanded, showing 'Personal Information' with fields for Name, Phonetic Pronunciation, Email, Home Address, Phone, Cell, and Type of School (Public). There are also fields for 'What type of school are you attending?' (Public), 'Student Date of Birth' (mm/dd/yyyy), and 'Certificate of Indian Blood'.

- What type of school are you attending? (this should read “Homeschool”)
- Student Date of Birth
- Certificate of Indian Blood Status: Y/N
- If yes, Tribal Nation Affiliation
- This need not be one of the 11 federally recognized tribal nations of Wisconsin, but applicants must upload and provide supporting documentation of affiliation or eligibility for membership.

School Information

- Homeschool School Mailing Address (the address of the parent or guardian who filed PI-1206 in Wisconsin)

- Public or community service is required for graduation (Y/N)
- Homeschool Administrator's Name (the parent or guardian who filed PI-1206 in Wisconsin)
- Homeschool Administrator's Email Address
- Homeschool Administrator's Phone

Arts & Humanities Tab

This tab has one subsection to open, and two writing prompts.

The screenshot shows a web application interface for the Herb Kohl Educational Foundation, Inc. The user is logged in as 'Kohl Student-Test'. The application ID is 2019-13119, and the status is 'Draft'. The 'Arts & Humanities' tab is selected in the navigation menu. The main content area is titled 'Arts & Humanities Activities' and contains the following text: 'Click the Enter Activities button below to indicate the number of years you have participated in Arts and Humanities related activities during your high school years.' Below this is a green 'Enter Activities' button. A red warning message states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The prompt asks for 'Arts and humanities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in arts and humanities activities.' There is a large text input field for this section, with a '250 words left' indicator. Below the input field is another prompt: 'Describe what participating in Arts and Humanities activities has meant to you. How have you interacted with or impacted others when participating in these activities?'. There is another large text input field for this section. At the bottom of the form are 'Save Draft' and 'Submit' buttons, and 'BACK' and 'NEXT' navigation links.

Prompt: Arts and Humanities Activities

- Click the “Enter Activities” button to open a subsection for this tab:

This close-up screenshot shows the 'Arts & Humanities Activities' section. It includes the instruction: 'Click the Enter Activities button below to indicate the number of years you have participated in Arts and Humanities related activities during your high school years.' Below this is a green button with a white circle and the text 'Enter Activities'. A red warning message is displayed below the button: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The background of the page is a dark blue sidebar.

- You will see a popup box open that allows you to choose any activities you have taken part in related to arts and humanities.
 - Note: some of these activities may also appear in other sections of the application, such as in “Competitive Activities” for things like music contests or Marching Band. It is acceptable to list them in as many sections as are relevant for telling your story.
- Arts and Humanities Activities has a handy dropdown that covers most activities, but it’s not all-inclusive of every activity possible in your school experience, so...
- Other Related Activities can be used to add any activity that you don’t see on the list.

- **Reminder:** “Save” before clicking “Close” in the popup box.

The screenshot shows a web browser window titled "Arts & Humanities Activities - Google Chrome". The URL is "hkf.smartsimple.com/s_viewxmlpage.jsp?fieldid=1573512&codedid=AWZyPGdwFkci31fPHclMSASGQ1wGxoIH2JcU0ZHY1hV&mode=0&isanno=0". The page content includes a header "Activities" and an information icon with the text: "Use the (+) button beneath each section to select your activities and enter the number of years you have been involved with activity within your high school years." Below this are two sections: "Arts and Humanities Activities" and "Other Related Activities". Each section has a table with two columns: "Arts and Humanities Activities" and "Number of Years of Participation During High School (gr. 9-12)". The first section has a dropdown menu with "--Select Activity--" and a "--Select--" dropdown. The second section has an empty text input field and a "--Select--" dropdown. Both sections have a "+" button below them. At the bottom of the form are three buttons: "Save", "Clear", and "Close".

Constructed Response Prompt:

Arts and humanities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in arts and humanities activities.

- You have 250 words to describe your notable awards and recognitions.
- It may help you to tell your story to include notes on why or how these would be viewed as notable achievements or recognitions.

Constructed Response Prompt:

Describe what participating in Arts and Humanities activities has meant to you. How have you interacted with or impacted others when participating in these activities?

- You have 250 words to discuss your impact and interactions.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Competitive Activities Tab

This tab has one subsection to open, and two writing prompts.

The screenshot shows the 'Competitive Activities' section of an application. At the top, there is a navigation bar with 'Main' and 'Invitations' tabs. The main content area is titled '2019-13119' and has a status of 'Draft'. A primary contact is listed as 'Kohl Student-Test'. Below this, there are several tabs: 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES' (which is selected), 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', and 'RECOMMENDATION'. The 'Competitive Activities' section contains a green button labeled 'Enter Competitive Activities'. Below the button, there is a red warning: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. A text area follows with the prompt: 'Competitive activities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in competitive activities.' Below this is a text input field with a '250 words left' indicator. Another text area contains the prompt: 'Describe what participating in competitive activities has meant to you. How have you interacted with or impacted others when participating in these activities?'. At the bottom, there are 'Save Draft' and 'Submit' buttons.

Prompt: Competitive Activities

- Click the “Enter Competitive Activities” button to open a subsection for this tab:

This close-up screenshot shows the 'Competitive Activities' section. It features a green button with a downward arrow and the text 'Enter Competitive Activities'. Below the button is a red warning: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. Above the button, there is a light gray box with the text: 'Click the Enter Competitive Activities button below to indicate the number of years you have participated in athletic, academic, and artistic competitive activities during your high school years.'

- You will see a popup box open that allows you to describe any competitive activities you have taken part in related to athletics, academic, arts and humanities competitive groups.
 - Note: some of these activities may also appear in other sections of the application, such as in “Arts and Humanities Activities” for things like music contests or Marching Band. It is acceptable to list them in as many sections as are relevant for telling your story.
- Competitive Activities has handy dropdowns that cover most activities, but it’s not all-inclusive of every possible activity in your experience, so...
- Other Competitive Activities can be used to add any activity that you don’t see on the list.
- **Reminder:** “Save” before clicking “Close” in the popup box.

Competitive Activities - Google Chrome

hkf.smartsimple.com/s_viewxmlpage.jsp?fieldid=1573514&codedid=AWZyPGdwFkciI3lFPHcIMSASGQ1wGxo!H2JcU0ZHY1hV&mode=0&isanno=0

Competitive Activities

i Use the (+) button beneath each section to select your activities and enter the number of years you have been involved with each activity within your high school years.

Athletic Activities

Team or Individual Sports	Number of Years of Participation During High School (gr. 9-12)
<input data-bbox="138 556 170 588" type="button" value="+"/>	

Academic Activities

Academic Competitive Activities	Number of Years of Participation During High School (gr. 9-12)
<input data-bbox="138 724 170 756" type="button" value="+"/>	

Artistic or Creative Activities

Artistic or Creative Activities	Number of Years of Participation During High School (gr. 9-12)
<input data-bbox="138 903 170 934" type="button" value="+"/>	

Other Competitive Activities

Other Team or Individual Activity	Number of Years of Participation During High School (gr. 9-12)
<input data-bbox="138 1081 170 1113" type="button" value="+"/>	

Constructed Response Prompt:

Competitive Activities Achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in competitive activities.

- You have 250 words to describe your notable awards and recognitions.
- It may help you to tell your story to include notes on why or how these would be viewed as notable achievements or recognitions.

Constructed Response Prompt:

Describe what participating in Competitive activities has meant to you. How have you interacted with or impacted others when participating in these activities?

- You have 250 words to discuss your impact and interactions.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Service, Civic, and Citizenship Activities Tab

This tab has one subsection to open, and two writing prompts.

The screenshot shows the application form for the 'Service, Civic, and Citizenship' tab. The form is titled '2019-13119' and is in 'Draft' status. The primary contact is 'Kohl Student-Test'. The form is divided into several sections: 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', and 'RECOMMENDATION'. The 'SERVICE, CIVIC, & CITIZENSHIP' section is currently active. It contains a subsection titled '* Service, Civic, and Citizenship Based Activities'. Below this, there is a prompt: 'Click the Enter Competitive Activities button below to indicate the number of years you have participated in athletic, academic, and artistic competitive activities during your high school years.' There is a button labeled 'Enter Service Activities'. Below this, there is a red warning: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The main prompt for this section is: 'Service, civic, and citizenship based activities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in service, civic, and citizenship based activities.' There is a large text input area for this prompt, with a '250 words left' indicator. Below the input area, there is another prompt: 'Describe what participating in service, civic, and citizenship based activities has meant to you. How have you interacted with or impacted others when participating in these activities?'. At the bottom of the form, there are 'Save Draft' and 'Submit' buttons.

Prompt: Service, Civic, and Citizenship activities

- Click the “Enter Service Activities” button to open a subsection for this tab:

This screenshot is identical to the one above, but with the 'Enter Service Activities' button highlighted in green, indicating it is the focus of the instruction.

- You will see a popup box open that allows you to describe any activities you have taken part in related to service, civic engagement, and citizenship.
 - Note: some of these activities may also appear in other sections of the application. It is acceptable to list them in as many sections as are relevant for telling your story.
- School-based Service, Civic, and Citizenship Based Activities has handy dropdowns that cover many service groups available through some schools, but it’s not all-inclusive of every activity available to every student, so...

- Non-School-Based Service Activities can be used to add any service activity that was not provided through a school.
- These activities do not need to be limited to your school. Many people engage in these activities outside of the school day, by engaging with community-based organizations, religious communities, service organizations, or volunteer opportunities.
- **Reminder:** “Save” before clicking “Close” in the popup box.

The screenshot shows a web browser window with the title 'Service, Civic, and Citizenship Based Activities - Google Chrome'. The URL is 'hkf.smartsimple.com/s_viewxmlpage.jsp?fieldid=1753340&codedid=AWZyPGdwFkcil3IfPHclMSASGQ1wGxo!H2JcU0ZHY1hV&mode=...'. The page content includes a header with the title 'Service, Civic, and Citizenship Based Activities' and an information icon with the text: 'Use the (+) button beneath each section to select your activities and enter the number of years you have been involved with each activity within your high school years.'

There are two main sections:

- School-based Service, Civic, and Citizenship Based Activities:** This section has a table with two columns: 'School-based Service, Civic, and Citizenship Based Activities' and 'Number of Years of Participation During High School (gr. 9-12)'. Below the table are two dropdown menus, both currently set to '--Select--', and a '+' button to add more rows.
- Non-School-Based Service Activities:** This section has a table with two columns: 'Non-School-based Service, Civic, and Citizenship Based Activities' and 'Number of Years of Participation During High School (gr. 9-12)'. Below the table is one empty text input field and one dropdown menu set to '--Select--', and a '+' button to add more rows.

Constructed Response Prompt:

Service, Civic, and Citizenship Activities Achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in service, civic, and citizenship based activities.

- You have 250 words to describe your notable awards and recognitions.
- It may help you to tell your story to include notes on why or how these would be viewed as notable achievements or recognitions.

Constructed Response Prompt:

Describe what participating in Service, Civic, and Citizenship activities has meant to you. How have you interacted with or impacted others when participating in these activities?

- You have 250 words to discuss your impact and interactions.

- Focus on how you have positively impacted others through your thoughts, words, and actions.

Work and Interests Tab

This tab has three writing prompts.

Prompt:

Work Experiences: Describe each of the work experiences you have had, including where you have worked, how long you worked there, what your duties included, and any leadership experiences you had.

- You have 250 words to discuss your work experiences.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Prompt:

Hobbies, Outside Interests, and Special Talents: Describe your hobbies, your areas of interest (if not already covered in a previous section of the application), and talents you have, including any leadership experiences you have had related to these activities.

- You have 250 words to discuss your outside interests, hobbies, and talents.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Prompt:

Describe what you have learned from your work experiences, hobbies, outside interests and special talents. Describe what values these skills and experiences have to you and others.

- You have 250 words to discuss what you have learned.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Options ▾

1 of 1

Main
Invitations

2019-13119

Status: Draft

* Primary Contact: Kohl Student-Test

Application Summary

GENERAL INFORMATION ARTS & HUMANITIES COMPETITIVE ACTIVITIES SERVICE, CIVIC, & CITIZENSHIP **WORK & INTERESTS** SCHOLARSHIP & TRANSCRIPT ESSAY RECOMMENDATION DEMOGRAPHIC INFORMATION

When preparing the application, use **FULL NAMES NOT ACRONYMS** (e.g., use *Future Business Leaders of America*, not *FBLA*)

Work Experiences: Describe each of the work experiences you have had, including where you have worked, how long you worked there, what your duties included, and any leadership experiences you had.

Empty text area for Work Experiences.

250 words left

Hobbies, Outside Interests, and Special Talents: Describe your hobbies, your areas of interest (if not already covered in a previous section of the application), and talents you have, including any leadership experiences you have had related to these activities.

Empty text area for Hobbies, Outside Interests, and Special Talents.

250 words left

Describe what you have learned from your work experiences, hobbies, outside interests and special talents. Describe what values these skills and experiences have to you and others.

Empty text area for reflection on work experiences, hobbies, and special talents.

← BACK

Save Draft

Submit

Scholarship and Transcript Tab

This section has three prompts, including two uploads and a constructed response.

Transcript section

Click the green upload button to upload a .pdf copy of your current high school transcript. NOTE: Alternative transcripts, such as narrative transcripts, are acceptable, but in an effort to make the process as fair as possible, it is recommended that homeschoolers submit a transcript in a fairly standard format.

- The transcript must be in .PDF format, or it will not upload and save.
- The transcript can be an unofficial copy, as long as it is unaltered before upload, and has the signature of a homeschool administrator on it certifying it to be accurate.
- The transcript must be legible and easy to review, even if it has protective devices (ex. watermarks)
- Any inaccurate, falsified, incomplete or altered uploads may render your application ineligible.

PI-1206 Upload

Click the green upload button to upload a .pdf copy of your Wisconsin PI-1206 Homeschool Report for the current year. Your homeschool administrator (the parent or guardian who homeschools you) should have a

The screenshot shows a web application interface for the Herb Kohl Educational Foundation, Inc. The user is logged in as Colleen Manning. The form is titled "2019-13127" and is in "Draft" status. The "SCHOLARSHIP & TRANSCRIPT" tab is selected, showing three sections: "Transcript", "PI-1206 Upload", and "Transcript Background". Each section has a green upload button. The "Transcript" section includes a note about alternative transcripts. The "PI-1206 Upload" section asks for a current 2019 PI-1206 form. The "Transcript Background" section has a text area for describing the academic journey. At the bottom, there are "Save Draft" and "Submit" buttons.

copy of this year's completed form or will have access to this form by signing into their account at <https://apps4.dpi.wi.gov/HomeSchoolParent/>

After you have uploaded your .pdf files, the name of each file will appear on the Scholarship & Transcript tab.

Transcript Background Prompt:

Describe how your transcript helps tell the story of your academic journey, including successes and lessons learned. Address ways you have experienced academic success that can't necessarily be seen by reviewing your transcript document.

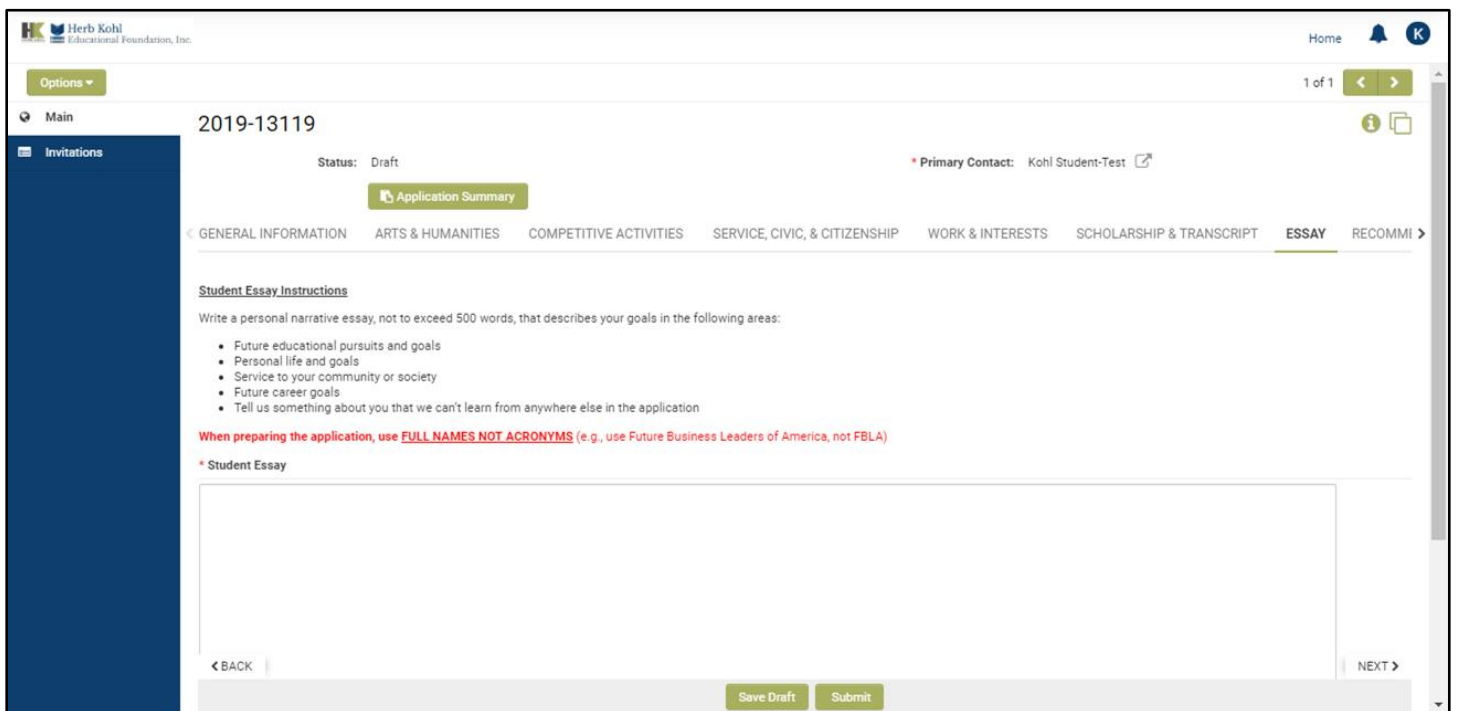
- You have 250 words to discuss your academic journey.
- Focus on how you have positively impacted others through your thoughts, words, and actions.
- This is a great place to really tell the story of your journey through high school, and how you have prepared to take the next steps into post-secondary education.

Essay Tab

This section has one writing prompt.

Write a personal narrative essay, not to exceed 500 words, that describes your goals in the following areas:

- Future educational pursuits and goals
- Personal life and goals
- Service to your community or society
- Future career goals
- Tell us something about you that we can't learn from anywhere else in the application



The screenshot shows the application interface for the Herb Kohl Educational Foundation. The top navigation bar includes the logo, 'Home', a notification bell, and a user profile icon. Below the navigation bar, there is a sidebar with 'Main' and 'Invitations' options. The main content area displays the application ID '2019-13119' and the status 'Draft'. A primary contact is listed as 'Kohl Student-Test'. The 'Application Summary' button is highlighted. The 'ESSAY' tab is selected in the navigation menu. The 'Student Essay Instructions' section contains the following text: 'Write a personal narrative essay, not to exceed 500 words, that describes your goals in the following areas:' followed by a bulleted list of five categories. A red note states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. Below the instructions is a large text input field for the student essay. At the bottom, there are 'Save Draft' and 'Submit' buttons, and navigation arrows for 'BACK' and 'NEXT'.

Advice for this section:

- Compose, revise and edit your responses in a word processing program (ex. Google Docs, Microsoft Word) and then copy/paste the final version into your application.
- Proofread your work! Reading it out loud to yourself will help you locate errors.
- Write truthfully and tell your story with humility, but take credit for your actions and the impact of your decisions as a student.
- If you are going to describe an activity that several people collaborated on, specifically address your role in that work, and how your work impacted the outcomes of the group's work together.
- Give real-life examples when you can.

- Consider protecting any specifically identifiable information about others when possible.
- Consider addressing how your context affects your decisions and impact of your words and actions (including things like geographic location in the state, relative affluence of the school and community, and proximity/availability of resources, such as being near a college or university).
- Consider describing the challenges you have faced, or the barriers you've overcome, in becoming the student you are today.
- Focus on speaking to things like innovation, leadership, impact/results, and equity through your words and actions.
- Consider how the letters of recommendation you request will support and deepen the evidence for the things that you share in your personal reflections.

Recommendation Tab

You will need to secure three (3) letters of recommendation before you can submit your application as complete. You will use the application to invite your recommenders to complete a letter of recommendation form on your behalf. You will be able to see if they have been invited, have accepted and are drafting a letter, have completed their letter, or declined the invitation from within this tab. You will NOT be able to see what they have written or shared about you.

The screenshot shows the application interface for the Herb Kohl Educational Foundation. The top navigation bar includes the logo, 'Home', and a user profile icon. The main content area is titled '2019-13119' and shows the application status as 'Draft'. A primary contact is listed as 'Kohl Student-Test'. The 'RECOMMENDATION' tab is selected, showing a list of invited contacts and their invitation status. Below the list, there are instructions for the recommenders and a list of three sources from which letters should come. The bottom of the screen has 'Save Draft' and 'Submit' buttons.

Herb Kohl Educational Foundation, Inc. Home 1 of 1

Main 2019-13119

Status: Draft Primary Contact: Kohl Student-Test

Application Summary

INVITATION ACTIVITIES SERVICE, CIVIC, & CITIZENSHIP WORK & INTERESTS SCHOLARSHIP & TRANSCRIPT ESSAY **RECOMMENDATION** DEMOGRAPHIC INFORMATION SIGNATURE

Your application requires the submission of three (3) letters of recommendation from people who can recommend you for this award. Using the 'Invite Recommenders' button below, you will be able to add the contact information for your recommenders. Once invited, and if they accept the invitation, they will be able to submit their letter of recommendation.

Please Note: You will not be able to submit your application until you have three submitted letters of recommendation from your recommenders.

Invite Recommenders

Invited Contact	Invitation Status
Recommender	Letter Status

The letters should speak to your achievements, character, and actions that you have shared as part of this application.

Letters should come from these three (3) sources:

- One letter from a school-based adult you have worked with during high school.
 - Good sources include teachers, coaches, principals, counselors, pupil services staff, and support staff.
- One letter from a person who is not a part of your immediate PK-12 school community, and has not been employed as a staff member in your school district previously or currently.
 - Good sources include employers, family friends, physicians or counselors, public servants, members of religious communities, or service organization leaders.

BACK ter, from any source of your choosing, other than from a family member NEXT

Save Draft Submit

The letters should speak to your achievements, character, and actions that you have shared as part of this application.

Homeschool letters should come from these three (3) sources:

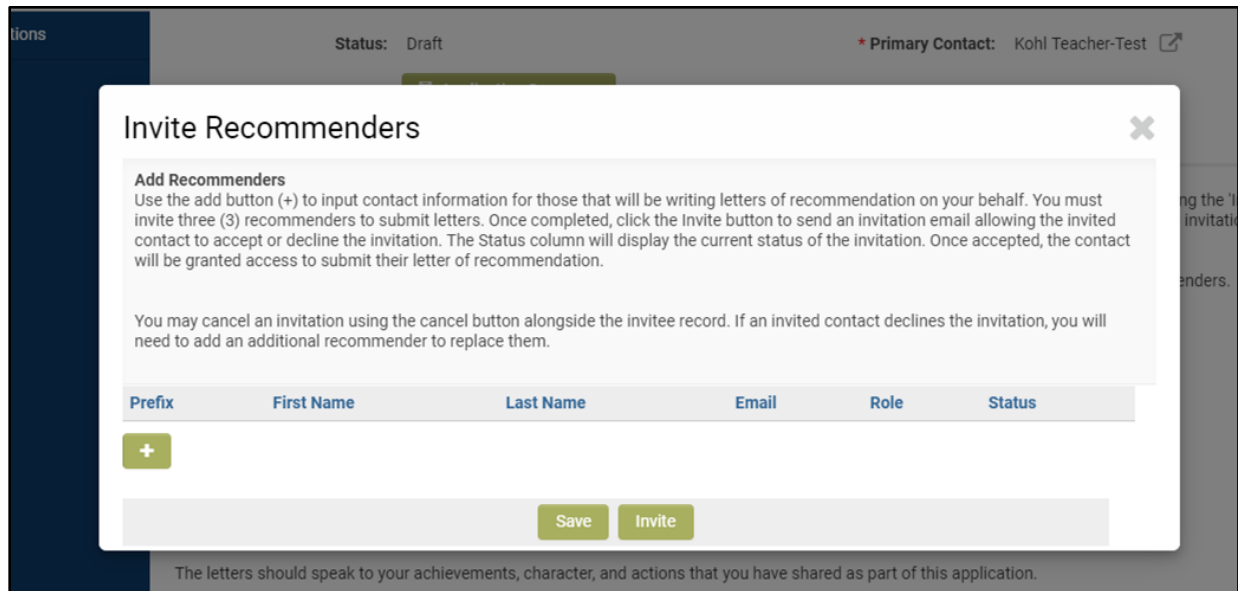
- One letter from an adult you have worked with in an academic capacity during your high school years (While it is acceptable to submit a letter from your parent as your primary teacher, it is advisable to find an adult outside your family who can speak to your academic experiences).
- One letter from a person who can speak to your role in the community.
Good sources include employers, family friends, physicians or counselors, public servants, members of religious communities, or service organization leaders.
- One letter from any source of your choosing, other than from a family member.

Each letter can be no longer than 500 words. You may request a letter to be translated into English for readers if it is submitted in a language other than English. Otherwise, letters will be read in the language in which they were written. Please contact the Herb Kohl Educational Foundation if you need to submit a translated letter or need a translation.

The writing abilities of the author will not be judged (ex. grammar, mechanics) nor scored against you. The content of the letter is more important than the correctness. However, it is advisable to select authors who

can compose a strong recommendation that demonstrates your achievements, character, and actions through examples and stories.

Letters are private and confidential. You will not have the ability to preview the letter of recommendation prior to the author submitting the letter using the application tool, nor view the letter after it has been submitted. You will be advised beginning one week prior to the closing of the application if you are missing any letters of recommendation, so that you may follow up with a person you've requested to write you a letter, or select a different author. Other than that reminder, it will be your responsibility to ensure that you have secured three letters of recommendation.



Recommender statuses:

Once you invite a person to recommend you, their status will change to “Invited”. They will receive an email with an invitation to “Accept” or “Decline” the invitation to submit a letter. Once they respond, their status will update to whichever option they chose (“Accepted” or “Declined”).

Once their letter has been submitted, their recommender status will change to “Submitted” in your application.

If someone declines, or is generally unresponsive, you can also “Cancel Invite” using the green button with an “X” on it in the Invite Recommender submenu, and then you can add another recommender. **You must have all 3 recommendations submitted before you can submit your application.**

Advice for this section:

- Actively manage your invitations and completion of letters of recommendation!
- A packet will not be considered if it has fewer than the three required letters of recommendation.

- No extensions of time will be granted to applicants or recommenders. Please plan accordingly.
- Consider being strategic in your invitations, and clear in what you hope a recommender can speak to about your activities, leadership and the impact of your words and actions.
- Reach out to recommenders personally before you invite them using the SmartSimple platform, so they know to look out for the request. This also allows you to decide whether or not they might be a good reference for you.
- Encourage recommenders to give evidence and examples in their recommendations.
- Letters written in a language other than English will be shown to reviewers in the language in which they were written, to preserve as much of the authentic word selection and intent of the writing as possible. However, English translations will also be made available to reviewers. We will use commonly available services (ex. Google Translate) unless a recommender is able to provide a translation. Please contact Mark Mueller at DPI at 608-266-3945 with any questions on this provision.

Demographic Information Tab

The following information is not part of the scoring or selection process, nor will it be considered as eligibility criteria. It is confidential, and will not be revealed to anyone outside of the Herb Kohl Educational Foundation. This data helps the Herb Kohl Educational Foundation understand the impact the awards program is making on students, families, educators, and administrators throughout Wisconsin. You may choose to answer as many of the following three questions as you feel comfortable answering.

- Household Income (dropdown menu of choices)
- Race (Check all that apply)
- School Context (Check all that apply to your homeschool)
 - Urban
 - Rural
 - Suburban
 - Tribal
 - Charter (does not apply to homeschool students; if you are enrolled in a charter school, you are either a public or a private school student)
 - Virtual (does not apply to homeschool students unless you are enrolled in an out-of-state private online school; if you are enrolled in a Wisconsin private online school, you are a private school student; if you are enrolled in a public online school, you are a public school student)

Optional Demographic Personal Information

The following information is **not part of the scoring or selection process, nor will it be considered as eligibility criteria**. It is confidential, and will not be revealed to anyone outside of the Herb Kohl Educational Foundation. This data helps the Herb Kohl Educational Foundation understand the impact the awards program is making on students, families, educators, and administrators throughout Wisconsin. You may choose to answer as many of the following three questions as you feel comfortable answering.

Household Income

Please select one

--Select One--

Race

Check all that apply

White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

Black/African American (A person having origins in any of the Black racial groups of Africa.)

Hispanic or Latino/a

American Indian/Alaska Native/Native American (A person having origins in any of the original peoples of North and South America [including Central America], and who maintains tribal affiliation or community attachment.)

Asian/Indian Subcontinent (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

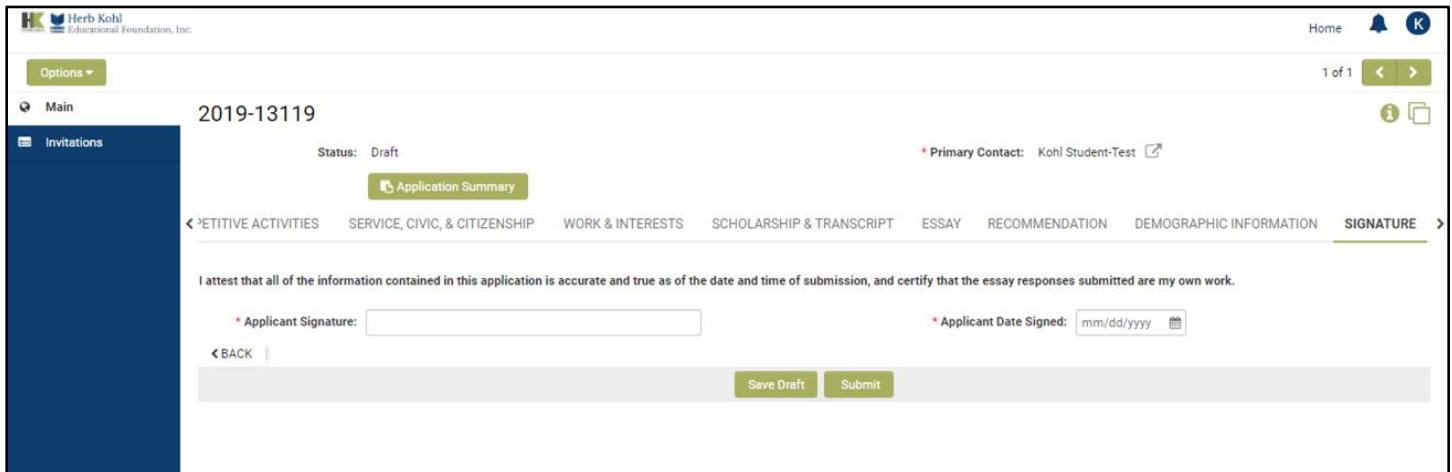
[← BACK](#) [NEXT >](#)

[Save Draft](#) [Submit](#)

Signature Tab

Once you have completed the application, have filled in content for all required fields, and received back three letters of recommendation, you will be able to submit your application for consideration at the first level, a committee named by the Wisconsin Parents Association Board of Directors.

- Applicant Signature (You must type your full name in the field)
- Application Date Signed



The screenshot shows the 'SIGNATURE' tab of an application form. The application ID is 2019-13119 and its status is 'Draft'. The primary contact is 'Kohl Student-Test'. The form includes a declaration: 'I attest that all of the information contained in this application is accurate and true as of the date and time of submission, and certify that the essay responses submitted are my own work.' Below this, there are two required fields: '* Applicant Signature:' with an empty text box, and '* Applicant Date Signed:' with a date picker set to 'mm/dd/yyyy'. At the bottom, there are 'Save Draft' and 'Submit' buttons. The navigation menu includes 'INVITATIONS', 'ACADEMIC ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', 'RECOMMENDATION', 'DEMOGRAPHIC INFORMATION', and 'SIGNATURE'.

Submitting your Application

Click "Submit" at the bottom of the Signature tab to send it in for consideration. If there are any required fields left empty or letters of recommendation missing, you will receive error messages with links to click that will take you directly to the error.

Once you submit, you cannot re-open your application for editing.

The **deadline** for 2020 Student Excellence Scholarship Applications to be submitted for homeschool students is **Tuesday, November 26, 2019, at 5:00 p.m. CST.**

Questions

If you have any questions, please contact the Wisconsin Parents Association Kohl Scholarship Support email, kohlsupport@homeschooling-wpa.org. A WPA support representative will contact you within 1 business day. Or contact Kim Marggraf at the Herb Kohl Educational Foundation marggraf@excel.net 800-603-0096

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