

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.

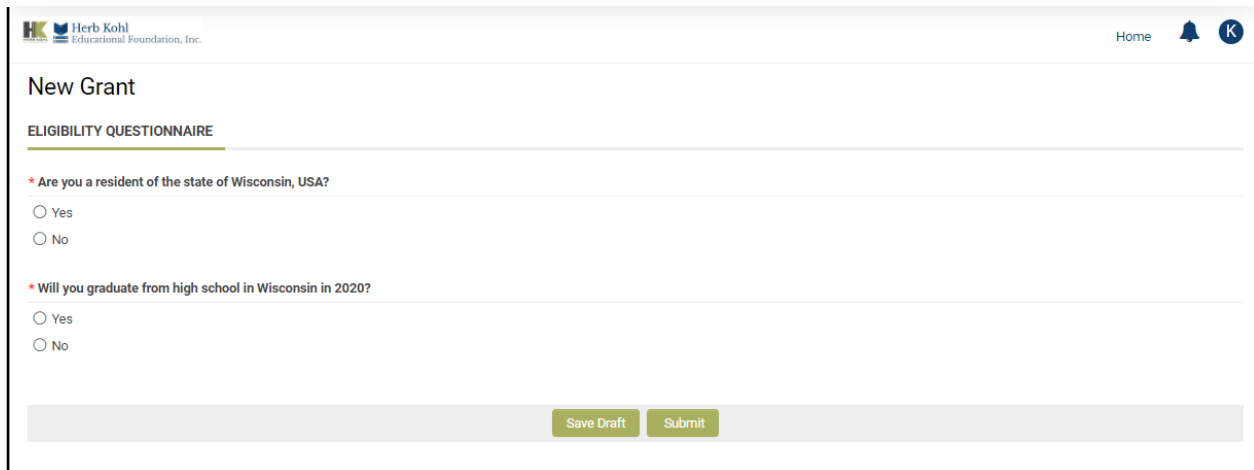
- First Name
- Middle Name
- Last Name
- Phonetic Pronunciation of Full Name: Even if this seems obvious, please write out a phonetic pronunciation. Recipients have their names and biographies read at regional banquets in their honor next spring, and getting names right is important. Example: George Washington is pronounced jORj wAWsh-ing-tuhn. Suggestion: Use a phonetic translator, [which](#) you can find through a web search.
- Email: Choose an email that you will be able to monitor without access restrictions, and one that you will have after high school.
- Prefix
- Phone: Just as with your email, choose a phone number that you can access without restrictions.
- 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 web application interface for the 'New Grant' Eligibility Questionnaire. At the top, there is a header with the 'Herb Kohl Educational Foundation, Inc.' logo on the left and 'Home', a notification bell, and a user profile icon on the right. Below the header, the title 'New Grant' is displayed. Underneath, the section 'ELIGIBILITY QUESTIONNAIRE' is highlighted with a green underline. The form contains two questions, each marked with a red asterisk. The first question is 'Are you a resident of the state of Wisconsin, USA?' with radio button options for 'Yes' and 'No'. The second question is 'Will you graduate from high school in Wisconsin in 2020?' also with radio button options for 'Yes' and 'No'. At the bottom of the form, there are two green buttons: 'Save Draft' and 'Submit'.

If you have questions about the eligibility and residency requirement, due to situations like open enrollment, virtual school attendance, citizenship or immigration status*, migrant students, status as an emancipated minor or homelessness, please contact Mark Mueller at the Wisconsin Department of Public Instruction at (608) 266-3945 or mark.mueller@dpi.wi.gov

*Immigration and citizenship status is not considered as part of determining eligibility. No one will ask you to provide proof of citizenship, and completed applications will be considered regardless of the applicant's immigration status.

Tabs

The Student Excellence Scholarship application asks you to work your way through using a series of ten (10) 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.

Herb Kohl Educational Foundation, Inc. Home 1 of 1

Options

Main 2019-13119

Invitations

Status: Draft * Primary Contact: Kohl Student-Test

Application Summary

GENERAL INFORMATION ARTS & HUMANITIES COMPETITIVE ACTIVITIES SERVICE, CIVIC, & CITIZENSHIP WORK & INTERESTS SCHOLARSHIP & TRANSC

Use the tabs, above, to navigate through the application. You can also use the "Next" link in the lower right corner of the screen to advance to the next tab, or "Back" on the bottom left to go back one tab. We recommend you hit "Save" frequently, as the application does not automatically save entered data. Some of these tabs also use popup windows to add information. Please remember to hit "Save" before closing those windows, or you will lose the data you entered. For some of the longer fields, such as essays and other longer responses, you may want to edit your work outside of the application, and copy/paste your response in when you are ready. Your application must include three submitted letters of recommendation in order to submit the application. Review the "Recommendation" tab for further requirements. Once you are done and hit "Submit", you may see error messages that will help you identify any missing required information. If you have successfully filled in all required fields, the application will be submitted and your application will proceed to our Regional Review process.

Note: You will receive a copy of the application, via email, once it has been submitted.

Student Contact Information

Personal Information

Name: Kohl Student-Test
Phonetic Pronunciation: Coal Student Test
Email: kstudenttest@gmail.com
Home Address: 114 S. Calrissian Way, Bespin, WI 50000
Phone: (608) 444-4444
Cell:
Type of School: Public

* What type of school are you attending?: Public

* Student Date of Birth: mm/dd/yyyy

* Certificate of Indian Blood

Save Draft Submit

- 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 three writing prompts.

The screenshot shows the 'Arts & Humanities Activities' section of an application form. The form is titled '2019-13119' and is in 'Draft' status. The primary contact is 'Kohl Student-Test'. The form has a sidebar with 'Main' and 'Invitations' tabs. The 'Arts & Humanities' tab is selected, showing a sub-section 'Arts & Humanities Activities'. Below this, there is a button 'Enter Activities' and a text area 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.' The text area has a '250 words left' indicator. Below the text area is a 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?'. At the bottom, there are 'BACK', 'NEXT', 'Save Draft', and 'Submit' buttons.

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 'Enter Activities' button, the instruction to click the button to indicate participation, and the red text reminder: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The text area for achievements is also visible.

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.

Arts & Humanities Activities

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.

Arts and Humanities Activities

Arts and Humanities Activities	Number of Years of Participation During High School (gr. 9-12)
--Select Activity--	--Select--
+	

Other Related Activities

Other related activities	Number of Years of Participation During High School (gr. 9-12)
	--Select--
+	

Save Clear 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. Readers don't always have knowledge of local awards named for specific people.

Constructed Response Prompt:

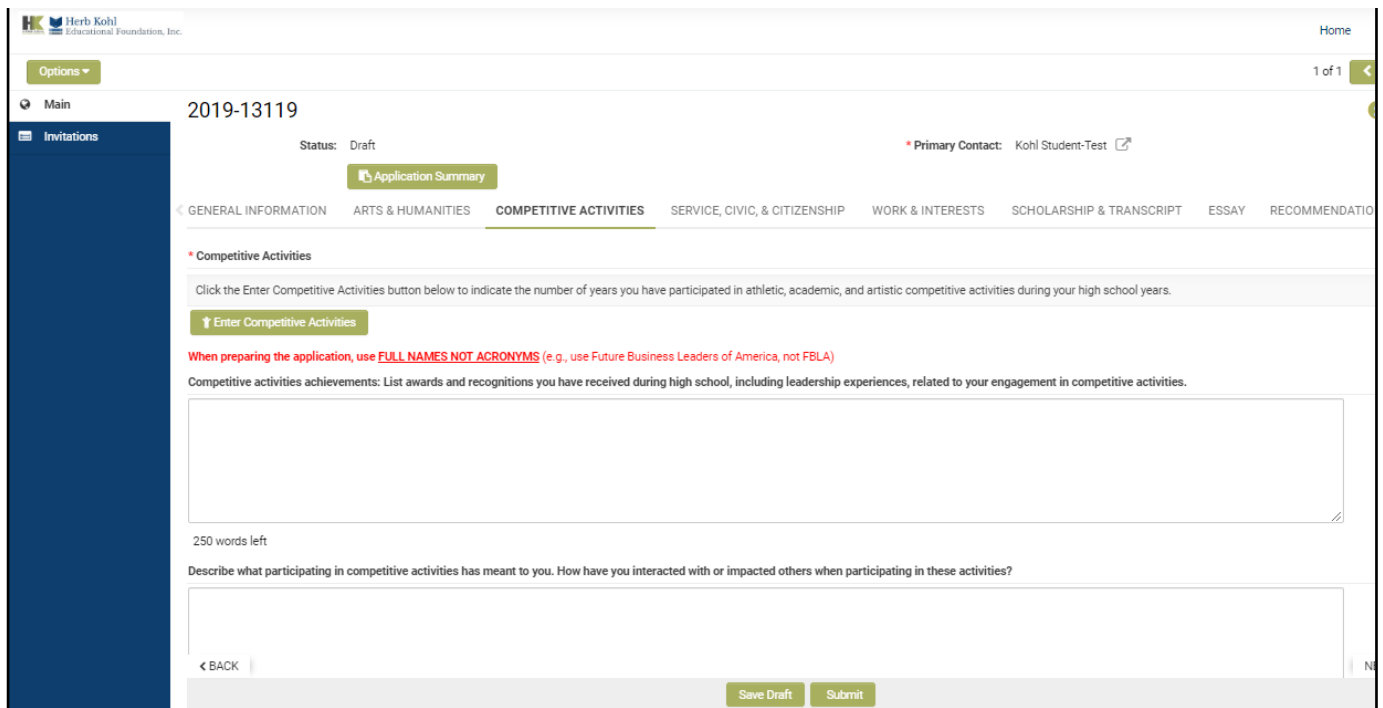
Describe what participating in Arts and Humanities activities has meant to you. How have you interacted with or impacted others when participating in these activities?

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 three writing prompts.



Herb Kohl Educational Foundation, Inc.

Options ▾

Home

1 of 1

Main

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

* Competitive Activities

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.

Enter Competitive Activities

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

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

250 words left

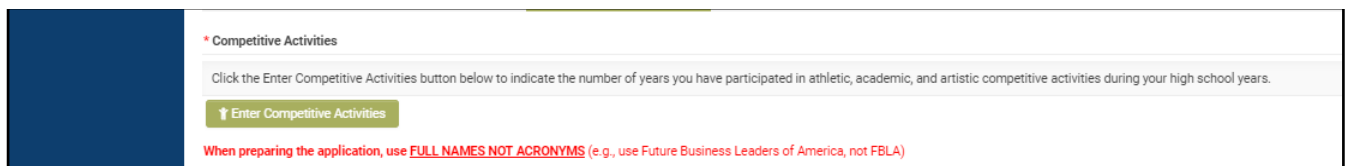
Describe what participating in competitive activities has meant to you. How have you interacted with or impacted others when participating in these activities?

BACK

Save Draft Submit

Prompt: Competitive Activities

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



* Competitive Activities

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.

Enter Competitive Activities

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

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=AWZyPGdwFkcil3lPHclMSASGQ1wGxo!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="175 485 203 510" type="button" value="+"/>	

Academic Activities

Academic Competitive Activities	Number of Years of Participation During High School (gr. 9-12)
<input data-bbox="175 659 203 684" 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="175 833 203 858" 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="175 1008 203 1033" 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. Readers don't always have knowledge of local awards named for specific people.

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 three writing prompts.

The screenshot shows the application interface for the Herb Kohl Educational Foundation. The top navigation bar includes the logo, 'Main', 'Invitations', and a '2019-13119' identifier. The status is 'Draft'. The primary contact is 'Kohl Student-Test'. The 'Application Summary' button is visible. The 'SERVICE, CIVIC, & CITIZENSHIP' tab is selected, showing a subsection for 'Service, Civic, and Citizenship Based Activities'. A prompt asks the user to click 'Enter Competitive Activities' to indicate participation in athletic, academic, and artistic activities. The 'Enter Service Activities' button is highlighted. A red note states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The text area for service activities is empty, with a '250 words left' indicator. A prompt asks the user to describe what participating in service, civic, and citizenship based activities has meant to them. The bottom navigation bar includes '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 shows the 'Enter Service Activities' subsection of the application. The top navigation bar and the 'SERVICE, CIVIC, & CITIZENSHIP' tab are visible. The 'Enter Service Activities' button is highlighted. The red note about using full names instead of acronyms is also present. The text area for describing service activities is empty, with a '250 words left' indicator. The bottom navigation bar includes 'Save Draft' and 'Submit' buttons.

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.

Service, Civic, and Citizenship Based Activities - Google Chrome

hkf.smartsimple.com/s_viewxmlpage.jsp?fieldid=1753340&codedid=AWZyPGdwFkcil3IfPHclMSASGQ1wGxo!H2JcU0ZHY1hV&mode=...

Service, Civic, and Citizenship Based 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.

School-based Service, Civic, and Citizenship Based Activities

School-based Service, Civic, and Citizenship Based Activities	Number of Years of Participation During High School (gr. 9-12)
--Select--	--Select--
+	

Non-School-Based Service Activities

Non-School-based Service, Civic, and Citizenship Based Activities	Number of Years of Participation During High School (gr. 9-12)
	--Select--
+	

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. Readers don't always have knowledge of local awards named for specific people.

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.

The screenshot shows the 'Work & Interests' tab of the Herb Kohl Educational Foundation application. The interface includes a top navigation bar with 'Options' and 'Home' links. A left sidebar contains 'Main' and 'Invitations' links. The main content area displays the application ID '2019-13119' and the status 'Draft'. A 'Primary Contact' is listed as 'Kohl Student-Test'. A horizontal menu lists various application sections, with 'WORK & INTERESTS' currently selected. Below the menu, a red warning message states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. Three writing prompts are provided, each with a corresponding text input area and a '250 words left' indicator. The prompts are: 1. '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.' 2. '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.' 3. '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.' At the bottom of the form, there are 'Save Draft' and 'Submit' buttons, and a 'BACK' link.

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 copy of this year's completed form or will have access to this form by signing into their account at

The screenshot shows the 'Scholarship & Transcript' tab in an application portal. The header includes the 'Herb Kohl Educational Foundation, Inc.' logo, navigation links for 'Home', a notification bell, and a user profile icon. A sidebar on the left contains 'Main' and 'Invitations' links. The main content area is titled '2019-13127' and shows the application status as 'Draft'. A 'Primary Contact' of 'Colleen Manning' is listed. The 'Application Summary' button is highlighted. 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 prompts for a 2019 PI-1206 form. The 'Transcript Background' section prompts for a description of the academic journey. At the bottom, there are 'Save Draft' and 'Submit' buttons.

<https://sms.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. It is not necessary to have a "perfect" transcript (e.g., a 4.0 on a 4.0 scale) to be eligible. This is the best section to describe any challenges and how you overcame them or what you learned from them.

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 displays the application interface for the Herb Kohl Educational Foundation. The top navigation bar includes the logo, 'Herb Kohl Educational Foundation, Inc.', and links for 'Home', a notification bell, and a user profile icon. Below this, a sidebar on the left contains 'Main' and 'Invitations'. The main content area is titled '2019-13119' and shows the application status as 'Draft'. A 'Primary Contact' is listed as 'Kohl Student-Test'. A tabbed interface at the bottom of the main content area includes 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY' (which is the active tab), and 'RECOMMENDATIONS'. Under the 'ESSAY' tab, the 'Student Essay Instructions' are displayed, including a prompt to write a personal narrative essay (not exceeding 500 words) and a list of areas to focus on: Future educational pursuits and goals, Personal life and goals, Service to your community or society, Future career goals, and Tell us something about you that we can't learn from anywhere else in the application. 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 area for the 'Student Essay'. At the bottom of the page, there are buttons for '< BACK', 'Save Draft', 'Submit', 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.

Herb Kohl Educational Foundation, Inc. Home 1 of 1

Options ▾

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:	
1. One letter from a school-based adult you have worked with during high school. a. Good sources include teachers, coaches, principals, counselors, pupil services staff, and support staff. 2. 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. a. Good sources include employers, family friends, physicians or counselors, public servants, members of religious communities, or service organization leaders.	
BACK 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:

1. 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).
2. 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.
3. One letter from any source of your choosing, other than from a family member. It is acceptable to have this third letter come from a source similar to the ones listed above.

Status: Draft * Primary Contact: Kohl Teacher-Test

Invite Recommenders

Add Recommenders
Use the add button (+) to input contact information for those that will be writing letters of recommendation on your behalf. You must invite three (3) recommenders to submit letters. Once completed, click the Invite button to send an invitation email allowing the invited contact to accept or decline the invitation. The Status column will display the current status of the invitation. Once accepted, the contact will be granted access to submit their letter of recommendation.

You may cancel an invitation using the cancel button alongside the invitee record. If an invited contact declines the invitation, you will need to add an additional recommender to replace them.

Prefix	First Name	Last Name	Email	Role	Status
+					

[Save](#) [Invite](#)

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

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. For any questions on this provision, please contact Mark Mueller at the Wisconsin Department of Public Instruction at (608) 266-3945 or mark.mueller@dpi.wi.gov

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 Wisconsin 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 Homeschooling Parents Association (WHPA) 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 for the Herb Kohl Educational Foundation. The form is for application ID 2019-13119, which is currently in 'Draft' status. The primary contact is 'Kohl Student-Test'. The navigation bar includes tabs for COMPETITIVE ACTIVITIES, SERVICE, CIVIC, & CITIZENSHIP, WORK & INTERESTS, SCHOLARSHIP & TRANSCRIPT, ESSAY, RECOMMENDATION, DEMOGRAPHIC INFORMATION, and SIGNATURE. The SIGNATURE tab is active, showing a statement of attestation, a signature field, and a date field. At the bottom are 'Save Draft' and 'Submit' buttons.

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 submitting the Student Excellence Scholarship Application is listed on the [Herb Kohl Educational Foundation website](#). Late applications will not be considered, even if the reason that it is late is not the applicant’s fault. The deadline for the 2021 Excellence Scholarship Applications is the same for all students applying, whether public school, private school, or homeschool.

Questions

If you have any questions, please contact one of the following to help you:

Wisconsin Homeschooling Parents Association, Kohl Scholarship Support Representative,
kohlsupport@homeschooling-wpa.org

Kim Marggraf, Herb Kohl Educational Foundation, (920) 457-1727, marggraf@excel.net

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