



Scholarships

GIPSFUNDATION



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Scholarship Reference Tips For Career Pathways Dual-Enrollment Scholarship Application ONLY

Reference Forms are Time-sensitive

The student cannot submit the application until the reference form is complete and submitted.

- **Reminder Emails:** A system generated reminder email will be sent every three days until the form is completed.

Do Not Use the Student's Name

Scholarship reviewers do not have access to student identifying information. The review process is a “blind review”. Please do not use the student's name when completing the reference form.

Reference Form Access Link

Once the student enters the reference name and email into the application, the system automatically generates a reference request email.

- **Unique Links:** Each reference request link is unique. The link will only open the reference form from the student application it is associated with. Multiple students may request a reference from the same person. Each request will generate an email that contains a unique link.
- **Save Diskette:** Click on the save diskette to save changes to fields. (navigation menu and bottom of page)
- **Submit as Complete:** After all the fields on the reference form are complete and clicking the save diskette the confirmation page will appear. Click on “Submit as Complete” if you are finished. The access link will be deactivated.
- **Continue Editing:** If you need to exit the form before it is complete, click on the save diskette to save the changes to the fields first. On the confirmation page, click on “Continue Editing” to keep the access link activated. Click the access link in the reference request email to access the form again.
- **Reactivate Link:** If you have submitted the reference form as complete, but still need to edit the form, contact the System Administrator (cwiemers@gips.org).

GRAND ISLAND PUBLIC SCHOOLS FOUNDATION

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