OSSE Scholars Summer Enrichment Program
2023-24 Application User Guide

The OSSE Scholars Summer Enrichment Program (OSSE Scholars) provides high-achieving, academically-motivated students who exhibit financial need with the opportunity to attend selective summer college programs. As an OSSE Scholar, students attend top-tier universities across the country for rigorous summer courses. The program offers early exposure to college-level academics, navigating a college environment, and, at certain universities, earning college credit.

The OSSE Scholars webpages provide specific details about Eligibility, Summer College Programs, Application Information, and additional Resources. This guide provides a reference for completing the OSSE Scholars online application in QuickBase.

Before you apply

Applicants are strongly encouraged to use a desktop or laptop computer to complete their application. While the QuickBase system is not optimized for mobile devices, you can use a Chromebook or tablet. **You cannot properly access the application with a mobile phone.**

When you are ready to apply

Applicants will complete **two parts** of the online application. Part 1 is a brief information form that creates an account for you as a user in the QuickBase system and requests only basic information such as name, address, eligibility questions, and an overview of your academics. Part 2 is completing the OSSE Scholars application which requires you to expand on your answers to Part 1, upload multiple documents and very closely resembles a college application. **Please remember to do both parts.**

Use the link (https://octo.quickbase.com/db/bkuvdgxqt) to navigate to the OSSE Scholars online application page.

OSSE SCHOLARS SUMMER ENRICHMENT PROGRAM

Postsecondary and Career Education
Office of the State Superintendent of Education
1050 First Street NE, Fifth Floor, Washington, DC 20002
Phone: (202) - 531- 3943

What is OSSE Scholars Summer Enrichment Program?

OSSE Scholars Summer Enrichment Program provides high-achieving, academically motivated, students who exhibit financial need with the opportunity to attend selective summer college programs. As an OSSE Scholar, students attend top-tier universities across the country for rigorous summer courses. The program offers early exposure to college-level academics, navigating a college environment, and, at certain universities, earning college credit. For more information about OSSE Scholars Summer Enrichment Program, please click here.

Who is eligible to apply?

OSSE Scholars Summer Enrichment Program is designed for academically strong, and personally driven 10th or 11th grade students that demonstrate financial need. Applicants must be a District of Columbia resident and attend a District public or public charter high school.

OSSE Scholar Summer Enrichment Program applicants must:

- Attend a DC Public or Public Charter School
- Be a high school sophomore or junior and live in Washington, DC
- Be a low-income student
- Have a GPA of 3.2 or higher
- Have leadership potential and desire to attend college after high school

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- Read *all* information available on this page!
- Check out the OSSE Scholars Timeline for application and selection. Make sure you are aware of these dates.
- If you meet the eligibility criteria, click the Blue "New Application" button at the bottom.

New Application

APPLICANTS SHOULD COMPLETE PART 1 USING *THEIR* EMAIL ADDRESS. Parents and guardians are welcome and encouraged to *review* the application with the student, however, the email address entered here will be used for all communication with the student throughout the program.

A parent or guardian contact email is requested in Part 2 of the application.

Application Deadlines:

The OSSE Scholars Summer Enrichment Program application has two parts. Part 1 of the OSSE Scholars Application asks for basic personal and academic information as well as an eligibility checklist. **Part 1 is due by October 20, 2023 at 12:00pm.**

After submitting Part 1, applicants will receive an email indicating eligibility status. Eligible applicants will receive an invitation to complete **Part 2 of the application by November 10, 2023 at 12:00pm.** In Part 2, applicants will complete additional academic information, short answer questions and will be required to upload:

- DC Tax Documents to demonstrate financial need
- A signed release of information form.
- Academic records including transcript, course schedule and immunization record.
- A writing sample comparing and contrasting OSSE Scholars partner colleges and the summer college programs the applicant is most interested in.

Each part of the online application must be completed in one sitting. You will not have the option to save your application and return to it later. It may be helpful to review the Application Guide and complete the short answer questions and writing sample prompt in a word document in advance of starting the online application. This will ensure you have time to proofread your short answers before copying and pasting into the online application or uploading your writing sample. If your responses and required documents are ready, the application should take less than 15 minutes to complete.

Application Guide - please download this guide and use it as you complete your application.

The OSSE Scholars Summer Enrichment Program application is due by 12 p.m. on November 10, 2023. To be considered for interviews, students will be required to submit both parts of the application and all required documentation by the application deadline.

PART 1: PERSONAL INFORMATION

- In Part 1, the applicant completes name, address, email address, responds to eligibility questions, and completes basic academic information.
    - Be sure to double-check your email address! If it is entered incorrectly, you will receive no communication about your application and will not be able to continue.
    - Your email address is your username for Part 2 of this application.
- **Eligibility Information.** Student should select yes to each question in order to indicate they meet the following criteria:
    - I attend a DC Public or Public Charter School
    - I am a resident and live in Washington, DC
    - I am a high school sophomore or junior
    - I am a low-income student*
    - I have a cumulative GPA of 3.2 or higher; and
    - I have leadership potential and desire to attend college after high school

The term "low-income" is based on federal standards dependent upon family income, and the number of dependents in your household. Please consult with your family and visit the _Housing and Urban Development (HUD) Federal Income Limits Documentation_ (_download chart_) to determine if you meet this criterion _before_ answering this eligibility question. **Important Note:** On the downloadable chart above, please refer to row three's information - Low (80%) Income Limit ($).

If you select No to any of the eligibility questions, you self-identify as ineligible to continue. While all eligibility will be verified through Part 2, the purpose of this step is to save you from having to complete the time-intensive Part 2 if you are not eligible to participate in the OSSE Scholars program.

- **Academic Information.**
    - High school name, graduation year, cumulative GPA, name and contact information for a school counselor or staff that we can contact about your application
    - Cumulative GPA – encompasses all grades and credits attempted in high school
    - Staff name & email – students should enter the name and email of their school counselor unless they are working on the application with or learned about the OSSE Scholars program through a different staff member. Be sure to double-check their email address!
- When you have completed all required questions marked with a red asterisk (*), click the "Submit Part 1" button.
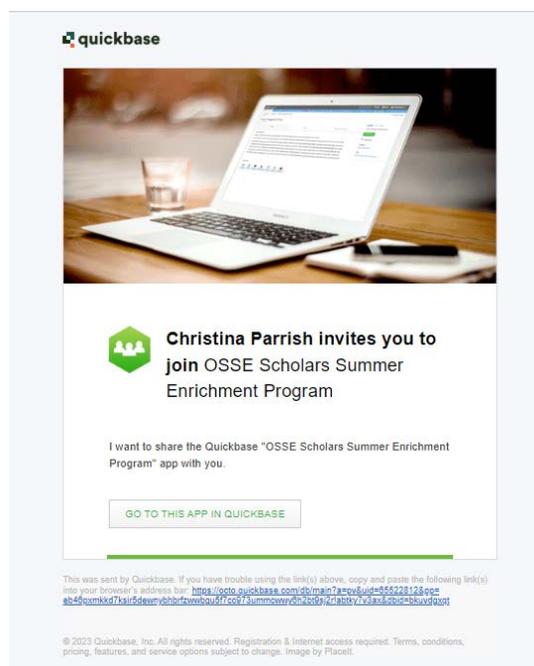
Submit Part 1

- After you submit Part 1, your application will be reviewed for eligibility. You will receive an e-mail confirmation of submission from QuickBase right away - if you do not receive it, it is likely that you entered an invalid email.

- You will receive a confirmation of your eligibility status within 24 hours or the next business day. If you are eligible to continue, you will receive an invitation to complete Part 2 of the OSSE Scholars application.

INVITATION TO PART 2

If you are eligible to continue to Part 2 of the application, you will receive an email invitation like this. Click the "GO TO THIS APP IN QUICK BASE" button.

REGISTRATION FOR QUICKBASE

For QuickBase to securely save your data and the documents you will upload in Part 2; you must create a QuickBase account. For most students, when you click the invitation link in your email, you will be asked to enter the email address you used to complete Part 1 and will then arrive at this registration page. Complete this form to create an account. Be sure to record your password somewhere safe! You will need it to log in to Part 2.

Sign Up for Quick Base

All fields marked with an asterisk (*) are required.

First name *	
Last name *	
Email address	janelyoung.counselor@gmail.com

Choose a password *

Retype password *

Password strength:
- ✔ Must be at least 8 characters
- ✔ Must include both numbers and letters

Please set up a security question in case you ever need to reset your password.

Question: * Select a question…

Answer: *

Retype Answer: *
- ✔ Security answers must match
Your answer is not case sensitive.

☐ I have read and agree to the Quick Base Terms of Service and the Quick Base Privacy Policy

Register

Common Error:

If you click the link in your email invitation and DO NOT arrive at the page above or are redirected back to the home page to begin your Part 1 application, this is most likely because you already have a QuickBase account for another OSSE program (like DC Dual Enrollment) and are considered a "Returning QuickBase Application User."
<u>Please try the troubleshooting steps below:</u>

1) On the application home page, instead of clicking "New Application" at the bottom, click "Sign In" in the top right corner of your screen. Log in using the email where you received your invitation to Part 2 and, if you need to recover your password, do so.
2) Once signed in to QuickBase, click "My Apps" in the top left. If a tile for OSSE Scholars is shown, click it to go to the Part 2 homepage. Follow the remaining instructions in this guide.
3) If a tile for OSSE Scholars is <u>not</u> there, stay signed in to QuickBase but go back to your email and click the invitation link to Part 2 again. This time it will take you to the Part 2 homepage where you can follow the remaining instructions in this guide.

If none of the above work, you must contact Marquita.Hardy@dc.gov with a screenshot of the page you see. This will require a help request ticket that Ms. Hardy will submit on your behalf.

PART 2: OSSE SCHOLARS APPLICATION

OSSE Scholars Summer Enrichment ... › Part 2 of Application

Import/Export Print this p.

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Welcome to the OSSE Scholars Summer Enrichment Program

Before you complete your application, please review the eligibility requirements on the OSSE Scholars Summer Enrichment Program website and the Application and Selection Timeline. Note that this application is not optimized for mobile devices; please use a computer to complete this application. In Part 1 of your application, you indicated that you met all eligibility requirements of an OSSE Scholar. In Part 2, you will be required to upload the following documentation:

- A signed release of information form
- Academic transcript
- Current year course list or class schedule
- Income verification
- Immunization record
- Writing Sample

Before beginning Part 2, be sure you are ready with all application documents. You will not have the option to save your application and return to it later. It may be helpful to review the Application Guide and complete the short answer questions and writing sample prompt in a Word document in advance of starting the online application. This will ensure you have time to proofread your short answers before copying and pasting into the online application or uploading your writing sample. If your responses and required documents are ready, the application should take less than 15 minutes to complete.

- Again, read all the information available on the Part 2 home page. You can come back to this page at any time to see the materials you will need to collect for Part 2 by signing in to your QuickBase account with your email and password.
- Part 2 is intentionally modeled after a real college application and you will need all of these documents when applying to college. **You have just one shot to make sure you have included all of the requested information in your application, so this is excellent practice for college!**
- Part 2 must be completed in one sitting and you cannot save and come back so it is advisable to view Part 2 and make note of the questions and items you will need.
- When you are ready to begin Part 2, click the EDIT icon located in the chart at the bottom of the page.

Edit	Name of High School	High School Graduation Year
EDIT	BASIS D(School Your School Name	20 Your Grad Year

- All of your information from Part 1 will be pre-populated at the top of the page. You cannot change this information.
- Click to view Part 2.

APPLICATIONS

Begin OSSE Scholars Application: Part 2

Record ID#	Applicant Unique ID	Last Name

No high school student apps found

Part 2

- **Taxes.** Are you claimed on your parent/guardian's taxes? Yes/No
  - Note that there are very few exceptions why a minor student would answer "No" to this question
  - Provide parent information here. *Be sure to double-check their email address!*
- **Income Information.** Select one of the following to verify income eligibility.
  - D-40 (DC Tax Return) within the last three years
  - US 1040 (Federal Tax Return) within the last three years
  - Proof of enrollment in Supplemental Nutrition Assistance Program (SNAP)
  - Proof of enrollment in Temporary Assistance for Needy Families (TANF)
  - Proof of Social Security Disability Income (SSDI)
  - You will upload your income verification information in the DOCUMENT UPLOADS section

NOTE*:* A tax return document is the *best* way to demonstrate financial eligibility.

> *Common error:*
>
> **The income document you choose must show the total family income as well as the number/names of people in the household.** If you are claimed by this parent/guardian,

> your name should be listed on the tax form. Be sure to upload the page(s) of the tax return that list total income *and* the members of the household.
>   - On a DC D-40, dependent (children's) names are usually a supplemental page (Schedule S) where all dependents are listed while total income is on one of the first pages.
>   - On a US 1040, dependent names are usually on Page 1 where Exemptions are listed. Total income is also typically on this page.
>   - For samples of the five options listed for income verification, review the [DC One App Sample Supporting Documents](#) page.
>   - If you do not have any of the above for income verification, please contact *Marquita.Hardy@dc.gov* directly about your situation <u>before</u> continuing the application.

- **Academic Information.** Your Part 1 information is pre-populated
  - Select favorite subjects or areas of interest that you may want to study this summer from the drop-down list
  - Answer the disciplinary question
  - Provide most recent test scores. If you have not taken a test, answer "N/A"
  - Short answer questions – 100 words or less
    - Describe a time where you had competing school related responsibilities. How did you prioritize, and what were you able to accomplish?
    - Please indicate extracurricular and/or academic responsibilities you anticipate having this academic year? Please list any AP/Honors courses, after school activities, internships, etc.
  - Select any college experience or exposure you have had from the drop-down list
  - Select the **THREE** university summer programs you are most interested in attending from the drop-down list.
- **Writing Sample.** Utilizing the university and summer program websites as well as any college comparison sites (such as [Naviance](#), [HigherEd](#) Index or [BigFuture](#)), compare and contrast two colleges offering summer college programs that OSSE Scholars are eligible to attend. Explain why you chose these two schools and why you believe you are an ideal fit for their summer program(s).
  - Pay attention to admission criteria and summer program and course offerings.
  - Applicants are ***strongly encouraged*** to review the list of OSSE Scholars partner universities and the summer programs that OSSE Scholars are able to apply to on the [OSSE Scholars website](#)
  - You will upload your [Writing Sample](#) in the DOCUMENT UPLOADS section.
- **Document Uploads.** All documents must be uploaded to Part 2 of your application before submitting or you will be determined to be ineligible for an interview.
  - Download and review the [Release of Information Form](#).

- To apply for the OSSE Scholars program, this form must be completed, *signed*, and uploaded.
- This form is required before the student is considered for selection to apply to a summer program at a participating institution of higher education (IHE).
- This is a fillable form which means you can type into it, save it to your computer, and then upload. *Common error*: **Be careful that you are not uploading the blank template.**
- In this virtual world, if you do not have access to a printer or a scanner, you can type your name(s) in the signature lines. If you progress to later stages of the OSSE Scholars process, you will complete this form again with a proper signature.
  - Upload High School Transcript
    - Must include all courses attempted, grades, and credits received in high school.
  - Upload Current Course List or Class Schedule
    - If your current courses are listed on your transcript, you may upload your transcript again in this field.
    - A current year report card showing all courses is acceptable in this field.
  - Upload your income eligibility document *(see above for what this must include)*
  - Upload your writing sample
  - Upload your immunization record
  - Upload your signed [Release of Information](#) form *(be sure it is not just the blank template)*
  - Upload other supporting documents
    This option will be available to students well after the application closes and throughout the OSSE Scholars program year in case you are missing something or additional documents are needed by the college (typically at least mid-year grades)
- Review the information you have provided. **You will not be able to edit your application later.**
- When you are ready to submit Part 2 of your OSSE Scholars application, click the "Submit Part 2" button. Note that this SUBMITS your application. You cannot save & come back to it later.

SUBMIT PART 2

After submitting, your application and supporting documents will be reviewed. If you are invited to move on to the interview phase of the process, you will be notified by the end of November and asked to complete a career interest inventory before your interview. Interviews are held virtually in early December.