2020 OSSE Scholars Application Guide

HOME PAGE

- Read all the information available on the Home Page
- If you meet the eligibility criteria, click the green "New Application" button at the bottom right

Please note: If you applied to OSSE Scholars in a prior year and/or previously registered with Quickbase for another program or application -- you may receive an error message that you already have an account. Just sign in and/or retrieve your password in order to begin the 2020 OSSE Scholars application. The "Sign In" button is located in the top-right corner. If this does not work for you, please contact Janel.Youn@dc.gov and we will submit a HelpDesk ticket on your behalf.

PART 1: APPLICANT PERSONAL INFORMATION

- Complete name, address, contact information for student and a school staff and the eligibility criteria checklist.
- **Eligibility Information.** Student should select all options 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

    *Note:
    · The term "low-income" is based on federal standards dependent upon family income, and the number of dependents in your household. To find out more details, please visit the Housing and Urban Development (HUD) Federal Income Limits Documentation (download chart)

- **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
- When you have completed all questions, click the "Save & Close" button to submit Part 1.

- After you submit Part 1, your application will be reviewed for eligibility. You will receive an e-mail 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.

HOME PAGE to BEGIN PART 2

OSSE SCHOLARS SUMMER ENRICHMENT PROGR

Postsecondary and Career Education
Office of the State Superintendent of Education
1050 First Street NE, Fifth Floor, Washington, DC 20002
Phone: (202) - 481- 3485

Welcome to the OSSE Scholars Summer Enrichment Program

Before you complete your application, please review the eligibility requirements on the OSSE Scholars Summer Enrichment
In Part 1 of your application, you indicated that you met all eligibility requirements of an OSSE Scholar. In Part 2, you will be

- 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 appli
answer questions and writing sample prompt in a Word document in advance of starting the online application. This will ensu
application or uploading your writing sample. If your responses and required documents are ready, the application should take

To be considered for an interview, students must submit the OSSE Scholars Summer Enrichment Program applicatio

If you have any questions about the eligibility criteria or application, please contact Janel Young at (202)481-3485 or janel.yo

Click on the EDIT icon located at the bottom of the page to begin Part 2 of your OSSE Scholars application.

Edit	Name of High School	High School Graduation Year	High School Cumulative GPA	Applicant Unique ID	Last Name	First Name	Middle Name	Applicant Status
EDIT	BASIS DC Public Charter School	2020	3.45	17770-02053	Test	ADT		New Registration Request

- Read all the information available on the Home Page

- 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	Your School Name	Your Grad Year

PART 2: OSSE SCHOLARS APPLICATION

- All of your information from Part 1 will be pre-populated. You cannot change this information.

- Click [Begin OSSE Scholars Application: Part 2]

- Are you claimed on your parent/guardian's taxes? Yes/No
    - If Yes, provide parent information
- **Income Information.** Select one of the following to verify income eligibility
    - D-40 (DC 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)

    You will upload your income verification information in the DOCUMENT UPLOADS section.

- **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 in the 2019-2020 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 response 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 and uploaded below.
        - ▪ 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)
    - ○ Upload High School Transcript
    - ○ Upload Current Course List or Class Schedule
        - ▪ If your current courses are listed on your transcript, you should upload your transcript again here
    - ○ Upload your income eligibility document
    - ○ Upload your writing sample
    - ○ Upload your immunization record
    - ○ Upload your signed [Release of Information](#) form
    - ○ 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 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 after you submit.**
- **When you are ready to submit Part 2 of your OSSE Scholars application, click the yellow "Submit Part 2" button.**