



ADMINISTRATIVE PROCEDURE

CATEGORY: **Students, Awards/Scholarships**

SUBJECT: **Scholarships**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing classification and regulation of all scholarships and scholarship information.
2. **Related Procedure:**
Release of student information 6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-8000, H-8900; Education Code Section 69560.

C. GENERAL:

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department, Student Services Division.
2. **Definitions**
 - a. **Scholarships:** Financial assistance of \$100 or more, offered on condition that recipient continue his/her education.
 - b. **Awards:** Grants of less than \$100.
 - c. **Financial aid:** State and federal grants of financial assistance based primarily upon need.
3. **Regulations**
 - a. Scholarship applications that require fees will *not* be approved for dissemination to district high schools.
 - b. District personnel must *not* participate in recommending, nor cooperate in administering, *commercial* scholarships that are offered primarily for promotional or advertising purposes or violate the true values of scholarship or exploit students.
4. **Types of Scholarships**

- a. **College:** Offered through or by a college or university for students who enroll in that school. (Includes alumni, class, and Army, Navy and Air Force scholarships.)
 - b. **Philanthropic:** Given by organizations or individuals based upon superior ability and performance. (Includes National Merit Scholarship Program.)
 - c. **Public relations:** Offered by organizations as part of an internal employee relations program or an external public relations program, yet relate to the true value of scholarship. (Includes many business and labor scholarships.)
 - d. **Special talent:** Offered to students in a particular profession, art, or trade (e.g., science, athletics, music, and business).
5. **Approval of Scholarships**

- a. The Counseling and Guidance Department is responsible for:
 - (1) Oversight, administration and processing of all scholarships and financial aid information that will be disseminated to students.
 - (2) Making recommendations regarding the maintenance of scholarship information and its distribution.
- b. **Principal has authority** to approve a scholarship that applies only to his/her school, provided it falls in types C.4.a. through d.; reports approved scholarships to the school's Counseling and Guidance Office.

D. IMPLEMENTATION

1. **Counseling and Guidance Department, Student Services Division or Designee**
 - a. Receives information from sponsors regarding scholarships offered to two or more schools in the district; notifies all schools of approved scholarships as information is received.
 - b. Reviews all scholarships offered to two or more schools in the district; approves for dissemination to schools.
 - c. Sends list of approved and/or disapproved scholarships to principals and scholarship counselors of secondary schools.

2. School Principal

- a. Designates school counselor to oversee site scholarship program.
- b. Approves or disapproves scholarships being proposed or offered to the school (C.5.b.).
- c. Administers new scholarships through designated school counselor.

3. Designated School Counselor

- a. Receives list of approved and/or disapproved scholarships from principal and shares information with other school counselors.
- b. Disseminates scholarship information to all seniors in the fall; informs all students of approved scholarships; maintains scholarship information in counseling office.
- c. Reminds students of application and test dates; alerts students to scholarship offerings for which they might qualify; participates in final selection of scholarship winners if scholarships are limited to one school.
- d. Serves as a financial aid consultant to other school counselors at the site.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Interim General Counsel, Legal Services
San Diego Unified School District