



Student Name \_\_\_\_\_

## Staples Free School Application Checklist

**APPLICATION DEADLINE:** Deliver or mail your application so that it arrives on or before the close of business on Friday, **May 6, 2022.**

**Address:** P.O. Box 425, Easton, CT 06612

**PACKET ORGANIZATION:** **Include each item listed below** in your application packet. **Put them in order as numbered.** **Print this checklist and place it on top.** **Please review and check off each item to assure that you have followed instructions carefully.**

**PREPARE YOUR APPLICATION FOR EFFECTIVE PROCESSING:** To assure that we can process your application for distribution to the members of the Staples Free School Board, it is essential that you do the following:

**TYPE YOUR APPLICATION** using the Excel form on the website. Save the form in a .pdf format and print it for submission.

**WRITE YOUR NAME** in the upper right corner of **EVERY** page of your application. The documents in each application are similar. It is important that yours are easily identifiable.

**USE ONLY PAPER CLIPS.** Do not use staples. Stapled documents cannot easily be copied. **Your application may not be processed if the documents are stapled together.**

### INCLUDE THE FOLLOWING:

1.  Your application checklist
2.  Your completed application form
3.  Documentation of your tuition, room and board
  - You can print this from the college website or catalog. Please send only the pages necessary to document costs for 2022-23 and **highlight the numbers that apply to you.** **These numbers should match the numbers entered on your application sheet.**
4.  A completed copy of your FAFSA (Free Application for Federal Student Aid)
  - Please only print the Confirmation Page or other page that gives the amount of your award/loan. **Highlight your award/loan amounts.**
5.  A copy of your parents'/guardians' Form 1040, pages 1 and 2, for 2020 and 2021
  - Please **highlight the adjusted gross income.**
  - If filing separately, submit tax returns from both.
  - **If the tax return has not yet been filed, we need a letter for your parents certifying that the adjusted gross income does not exceed our scholarship guidelines.**
6.  A school transcript
  - For seniors in high school, a copy of your high school transcript to date
  - For college students, a copy of your college transcript to date
7.  A resume of your activities for the past 2 years, typed with name and contact info in the header
8.  If applicable, type a properly written letter explaining any unusual expenses required by parents during the past year. Note: We cannot accept hand-written letters.
  - Include illness, unemployment, other children in college, dependent parents, etc
9.  Optional: The Anne Lindquist Scholarship application essay