

# Guidance and Overview: Completing the Herb Kohl Educational Foundation Student Excellence Scholarship Application (Homeschool)

Congratulations on reaching your senior year of high school! Please use these instructions as a guide for submitting your application for a Herb Kohl Educational Foundation Student Excellence Scholarship. This is a prestigious accolade that is recognized throughout Wisconsin and beyond as a mark of excellence in education. Each year, the Herb Kohl Educational Foundation confers over 100 Student Excellence Scholarships, 86 to students in public schools, 14 to students in private schools, and 2-3 to students in homeschool settings.

The first step will be for you to build a Personal Profile using the SmartSimple platform by following the homeschool student link at:

[https://www.kohleducation.org/studentexcellence/homeschool\\_students/student\\_application\\_form.php](https://www.kohleducation.org/studentexcellence/homeschool_students/student_application_form.php)

## Personal Profile Information

Most of the information included in this section will be obvious, but some might require some explanation. See notes below on each of the fields under Personal Profile. Required fields have a red asterisk in the platform.

- First Name
- Middle Name
- Last Name
- Phonetic Pronunciation of Full Name: Even if this seems obvious, please write out a phonetic pronunciation. Recipients have their names and biographies read at regional banquets in their honor next spring, and getting names right is important. Example: George Washington is pronounced jORj wAWsh-ing-tuhn. Suggestion: Use a phonetic translator, [which](#) you can find through a web search.
- Email: Choose an email that you will be able to monitor without access restrictions, and one that you will have after high school.
- Prefix
- Phone: Just as with your email, choose a phone number that you can access without restrictions.
- Cell Phone
- Address
- Address 2
- City
- Country
- State
- Zip
- What type of school are you associated with? Homeschool

Click on the “Validate Profile” button at the bottom to complete your profile, which will allow you to view the application once you return to your Home screen in SmartSimple.

Once you verify your profile information, you’ll be able to apply for a Student Excellence Scholarship award. You will need to select “Student Excellence” in the Funding Opportunities window, upper left side of your home screen. That will open an application for you. Once opened and saved, you’ll be able to return to the same application until the deadline for submission, or until you hit “Submit.”

## Eligibility

Please answer the two eligibility questions in order to move forward.



The screenshot shows a web application interface for a "New Grant" application. At the top left, there is a logo for "Mark Koel" and "Educational Foundations, Inc." and a "Home" link. The main heading is "New Grant" followed by "ELIGIBILITY QUESTIONNAIRE". There are two questions, each with a red asterisk indicating it is required:

- \* Are you a resident of the state of Wisconsin, USA?  
 Yes  
 No
- \* Will you graduate from high school in Wisconsin in 2020?  
 Yes  
 No

At the bottom of the form, there are two buttons: "Save Draft" and "Submit".

If you have questions about the eligibility and residency requirement, due to situations like open enrollment, virtual school attendance, migrant students, status as an emancipated minor or homelessness, please contact Mark Mueller at the Wisconsin Department of Public Instruction at (608) 266-3945 or [mark.mueller@dpi.wi.gov](mailto:mark.mueller@dpi.wi.gov)

## Tabs

The Student Excellence Scholarship application asks you to work your way through using a series of ten (10) tabs, which you can follow in sequential order, or click through to jump from section to section.

The ten tabs are: General Information; Arts & Humanities; Competitive Activities; Service, Civic and Citizenship; Work & Interests; Scholarship & Transcript; Essay; Recommendation; Demographic Information; and Signature. On each tab are fields to fill out. Just like in the Personal Profile, fields marked with a red asterisk are required.

Each tab, and the information required for each tab, is explained in detail, below.

## General Information Tab

The information you entered into your profile, along with some of the information from your nomination, will automatically populate most of the fields on this tab. However, there are some additional fields you must complete to move forward.

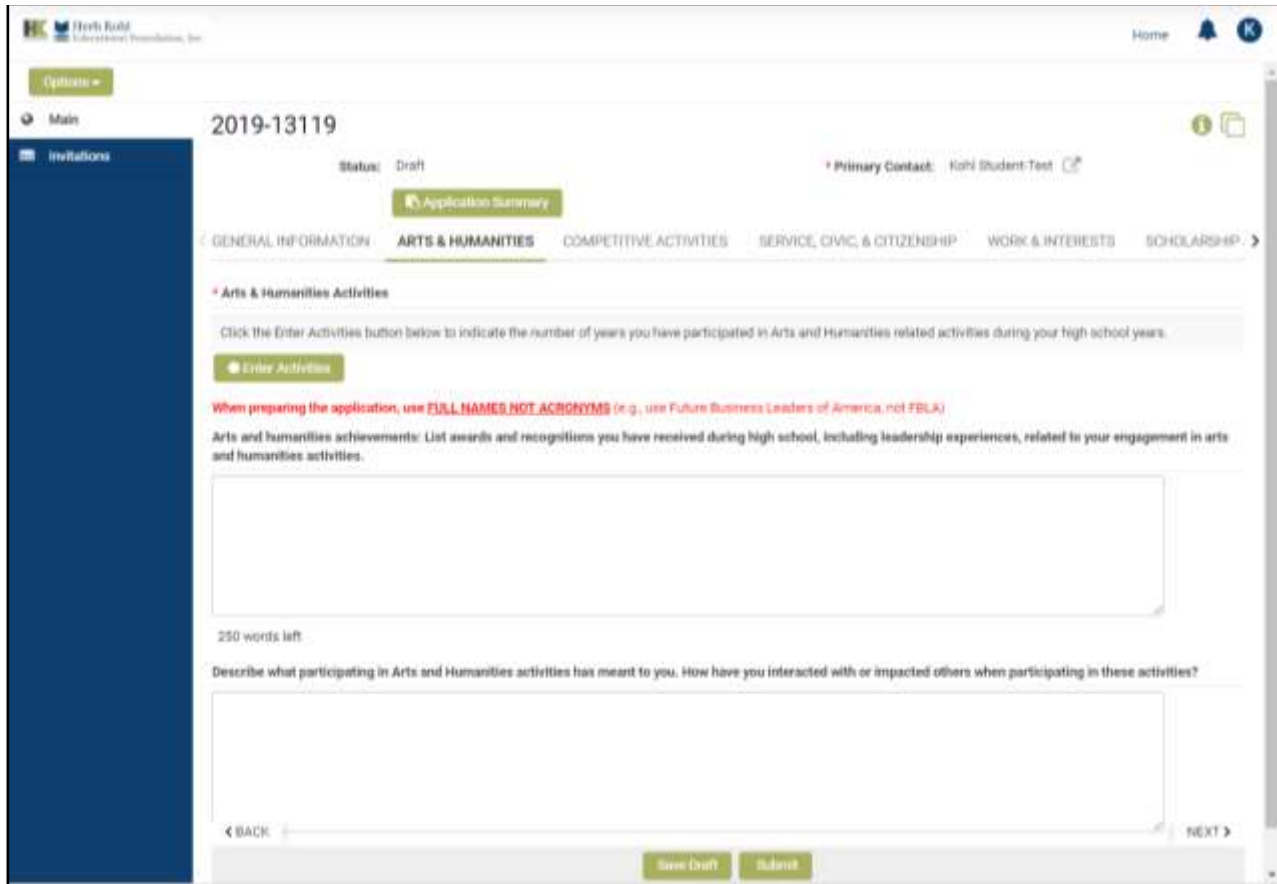
- What type of school are you attending? (this should read “Homeschool”)
- Student Date of Birth
- Certificate of Indian Blood Status: Y/N  
If yes, Tribal Nation Affiliation: This need not be one of the 11 federally recognized tribal nations of Wisconsin, but applicants must upload and provide supporting documentation of affiliation or eligibility for membership.

#### School Information

- Homeschool School Mailing Address (the address of the parent or guardian who filed PI-1206 in Wisconsin)
- Public or community service is required for graduation (Y/N)
- Homeschool Administrator’s Name (the parent or guardian who filed PI-1206 in Wisconsin)
- Homeschool Administrator’s Email Address
- Homeschool Administrator’s Phone

#### Arts & Humanities Tab

This tab has one subsection to open, and three writing prompts.



### Prompt: Arts and Humanities Activities

Click the “Enter Activities” button to open a subsection for this tab:



You will see a pop up box open that allows you to choose any activities you have taken part in related to arts and humanities.

Note: some of these activities may also appear in other sections of the application, such as in “Competitive Activities” for things like music contests or Marching Band. It is acceptable to list them in as many sections as are relevant for telling your story.

Arts and Humanities Activities has a handy dropdown that covers most activities, but it’s not all-inclusive of every activity possible in your school experience, so...

Other Related Activities can be used to add any activity that you don’t see on the list.

**Reminder:** “Save” before clicking “Close” in the pop up box.

The screenshot shows a web browser window with the title 'Arts & Humanities Activities - Google Chrome'. The address bar shows a URL from 'hkf.smartsimple.com'. The page content includes a header 'Activities' with an information icon and a note: 'Use the (+) button beneath each section to select your activities and enter the number of years you have been involved with activity within your high school years.' Below this are two sections: 'Arts and Humanities Activities' and 'Other Related Activities'. Each section has a dropdown menu for activity selection and a dropdown for 'Number of Years of Participation During High School (gr. 9-12)'. There are plus signs (+) to add more entries. At the bottom, there are 'Save', 'Clear', and 'Close' buttons.

Constructed Response Prompt:

Arts and humanities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in arts and humanities activities.

You have 250 words to describe your notable awards and recognitions.

It may help you to tell your story to include notes on why or how these would be viewed as notable achievements or recognitions. Readers don't always have knowledge of local awards named for specific people.

Constructed Response Prompt:

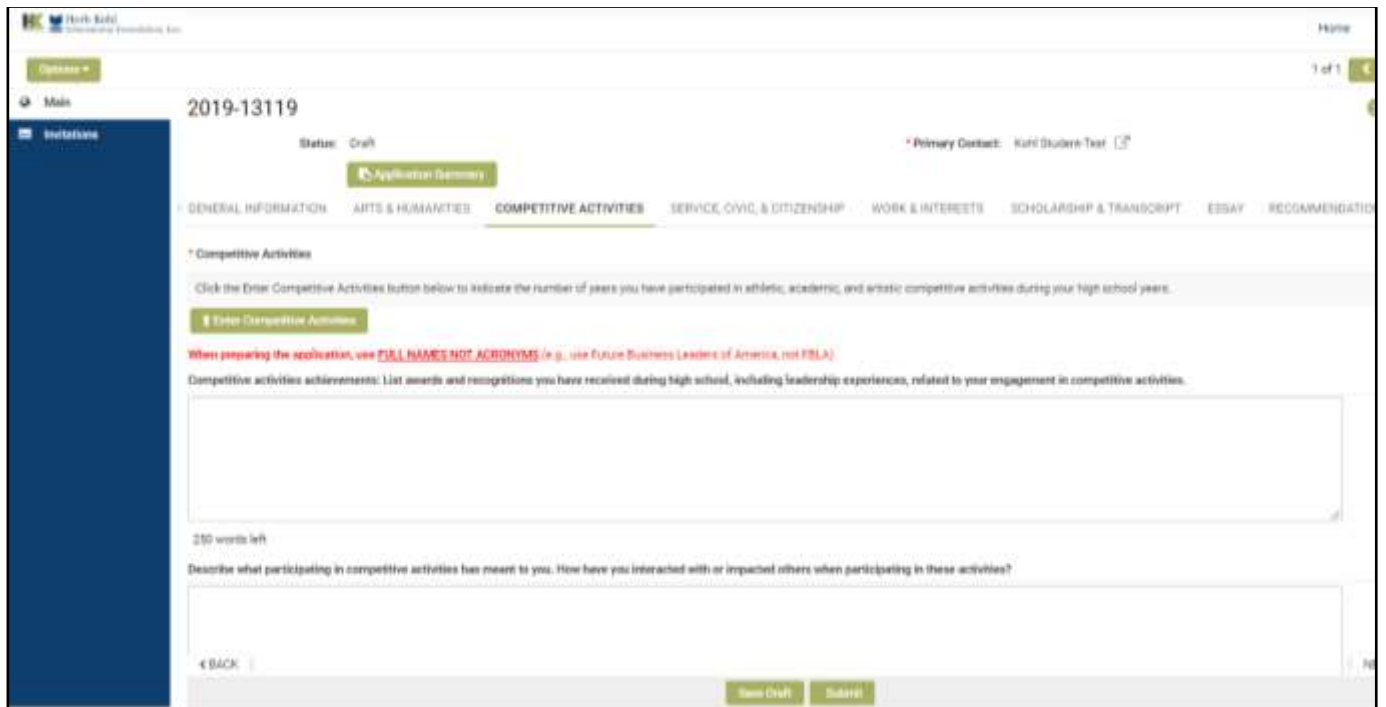
Describe what participating in Arts and Humanities activities has meant to you. How have you interacted with or impacted others when participating in these activities?

You have 250 words to discuss your impact and interactions.

Focus on how you have positively impacted others through your thoughts, words, and actions.

## Competitive Activities Tab

This tab has one subsection to open, and three writing prompts.



The screenshot shows the application form interface for the year 2019-13119. The 'Competitive Activities' tab is selected and highlighted. Below the tab, there is a section titled 'Competitive Activities' with a sub-header 'Enter Competitive Activities'. A note states: 'Click the Enter Competitive Activities button below to indicate the number of years you have participated in athletic, academic, and artistic competitive activities during your high school years.' Below this is a green button labeled 'Enter Competitive Activities'. A red warning message reads: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The main text area contains the prompt: 'Competitive activities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in competitive activities.' Below this is a text input field with a '250 words left' indicator. A second prompt follows: 'Describe what participating in competitive activities has meant to you. How have you interacted with or impacted others when participating in these activities?' Below this is another text input field. At the bottom, there are 'Save Draft' and 'Submit' buttons.

Prompt: Competitive Activities

Click the “Enter Competitive Activities” button to open a subsection for this tab:



This close-up screenshot shows the 'Competitive Activities' section. It features the green 'Enter Competitive Activities' button and the red warning message: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The text above the button reads: 'Click the Enter Competitive Activities button below to indicate the number of years you have participated in athletic, academic, and artistic competitive activities during your high school years.'

You will see a pop up box open that allows you to describe any competitive activities you have taken part in related to athletics, academic, arts and humanities competitive groups.

Note: some of these activities may also appear in other sections of the application, such as in “Arts and Humanities Activities” for things like music contests or Marching Band. It is acceptable to list them in as many sections as are relevant for telling your story.

Competitive Activities has handy dropdowns that cover most activities, but it’s not all-inclusive of every possible activity in your experience, so...

Other Competitive Activities can be used to add any activity that you don’t see on the list.

**Reminder:** “Save” before clicking “Close” in the pop up box.

Competitive Activities - Google Chrome

hkf.smartsimple.com/s\_viewxmlpage.jsp?fieldid=1573514&codedid=AWZyPGdwFkciI3IfPHclMSASGQ1wGxoIH2JcU0ZHY1hV&mode=0&isanno=0

## Competitive Activities

**i** Use the (+) button beneath each section to select your activities and enter the number of years you have been involved with each activity within your high school years.

**Athletic Activities**

Team or Individual Sports	Number of Years of Participation During High School (gr. 9-12)
+	

**Academic Activities**

Academic Competitive Activities	Number of Years of Participation During High School (gr. 9-12)
+	

**Artistic or Creative Activities**

Artistic or Creative Activities	Number of Years of Participation During High School (gr. 9-12)
+	

**Other Competitive Activities**

Other Team or Individual Activity	Number of Years of Participation During High School (gr. 9-12)
+	

Save Clear Close

Constructed Response Prompt:

Competitive Activities Achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in competitive activities.

You have 250 words to describe your notable awards and recognitions.

It may help you to tell your story to include notes on why or how these would be viewed as notable achievements or recognitions. Readers don't always have knowledge of local awards named for specific people.

Constructed Response Prompt:

Describe what participating in Competitive activities has meant to you. How have you interacted with or impacted others when participating in these activities?

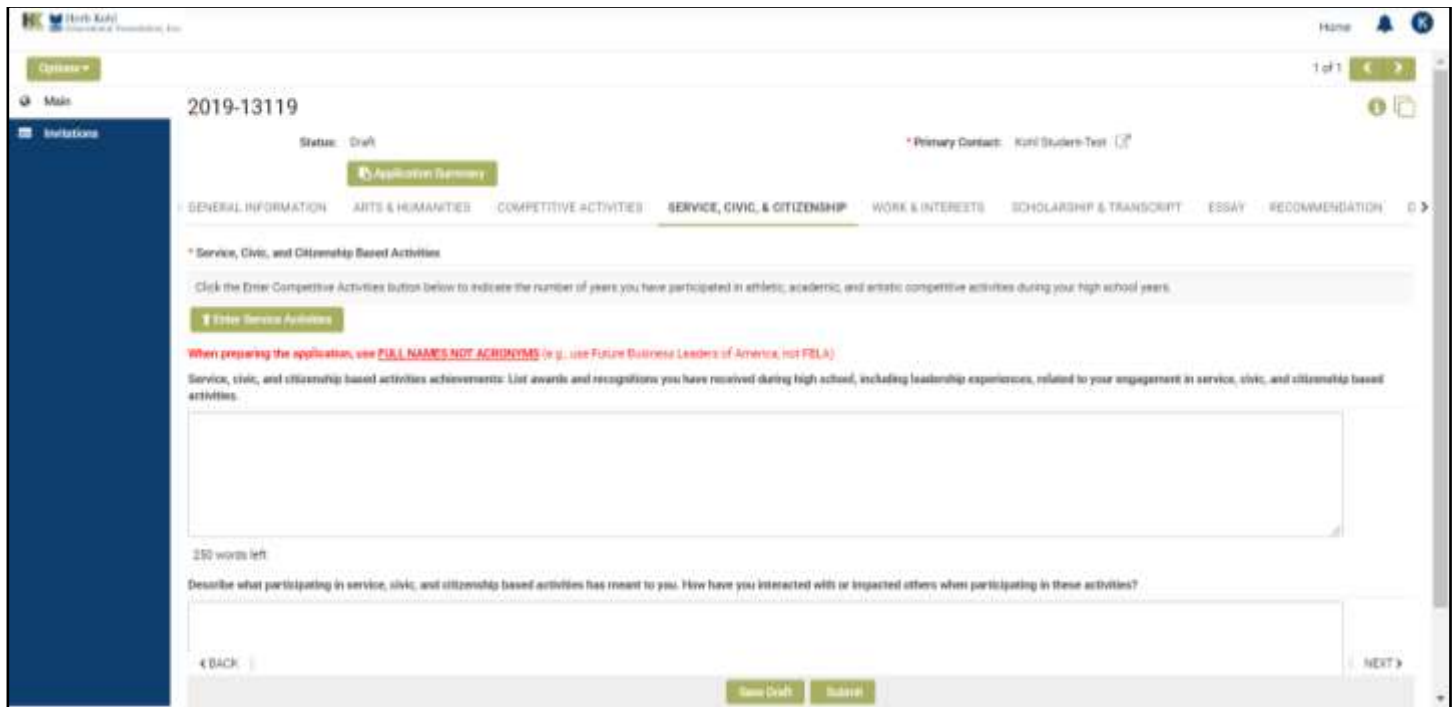
You have 250 words to discuss your impact and interactions.

Focus on how you have positively impacted others through your thoughts, words, and actions.



## Service, Civic, and Citizenship Activities Tab

This tab has one subsection to open, and three writing prompts.



The screenshot shows the application form for the year 2019-13119. The 'Service, Civic, & Citizenship' tab is selected. The page includes a navigation bar with tabs for GENERAL INFORMATION, ARTS & HUMANITIES, COMPETITIVE ACTIVITIES, SERVICE, CIVIC, & CITIZENSHIP, WORK & INTERESTS, SCHOLARSHIP & TRANSCRIPT, ESSAY, and RECOMMENDATION. The 'Service, Civic, and Citizenship Based Activities' section contains a prompt: 'Click the Enter Competitive Activities button below to indicate the number of years you have participated in athletic, academic, and artistic competitive activities during your high school years.' Below this is a button labeled 'Enter Service Activities'. A red note states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The main text area is empty, with a '250 words left' indicator. At the bottom, there are 'BACK' and 'NEXT' buttons, along with 'Save Draft' and 'Submit' buttons.

Prompt: Service, Civic, and Citizenship activities

Click the “Enter Service Activities” button to open a subsection for this tab:



This screenshot is identical to the one above, but the 'Enter Service Activities' button is highlighted with a green border, indicating it is the focus of the instruction.

You will see a pop up box open that allows you to describe any activities you have taken part in related to service, civic engagement, and citizenship.

Note: some of these activities may also appear in other sections of the application. It is acceptable to list them in as many sections as are relevant for telling your story.

School-based Service, Civic, and Citizenship Based Activities has handy dropdowns that cover many service groups available through some schools, but it’s not all-inclusive of every activity available to every student, so...

Non-School-Based Service Activities can be used to add any service activity that was not provided through a school.

These activities do not need to be limited to your school. Many people engage in these activities outside of the school day, by engaging with community-based organizations, religious communities, service organizations, or volunteer opportunities.

**Reminder:** “Save” before clicking “Close” in the popup box.

The screenshot shows a web browser window with the title 'Service, Civic, and Citizenship Based Activities - Google Chrome'. The URL is 'hkf.smartsimple.com/s\_viewxmlpage.jsp?fieldid=1753340&codedid=AWZyPGdwFkciI3lFPHcIMASAGQ1wGxo!H2JcU0ZHY1hV&mode=...'. The page content includes a header 'Service, Civic, and Citizenship Based Activities' and an information icon with the text: 'Use the (+) button beneath each section to select your activities and enter the number of years you have been involved with each activity within your high school years.' Below this, there are two sections: 'School-based Service, Civic, and Citizenship Based Activities' and 'Non-School-Based Service Activities'. Each section has a table with two columns: 'School-based Service, Civic, and Citizenship Based Activities' and 'Number of Years of Participation During High School (gr. 9-12)'. The 'School-based' section has two dropdown menus, both set to '--Select--', and a '+' button below. The 'Non-School-Based' section has one text input field and one dropdown menu set to '--Select--', with a '+' button below.

Constructed Response Prompt:

Service, Civic, and Citizenship Activities Achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in service, civic, and citizenship based activities.

You have 250 words to describe your notable awards and recognitions.

It may help you to tell your story to include notes on why or how these would be viewed as notable achievements or recognitions. Readers don't always have knowledge of local awards named for specific people.

Constructed Response Prompt:

Describe what participating in Service, Civic, and Citizenship activities has meant to you. How have you interacted with or impacted others when participating in these activities?

You have 250 words to discuss your impact and interactions.

Focus on how you have positively impacted others through your thoughts, words, and actions.

## **Work and Interests Tab**

This tab has three writing prompts.

Prompt:

**Work Experiences:** Describe each of the work experiences you have had, including where you have worked, how long you worked there, what your duties included, and any leadership experiences you had.

You have 250 words to discuss your work experiences.

Focus on how you have positively impacted others through your thoughts, words, and actions.

Prompt:

**Hobbies, Outside Interests, and Special Talents:** Describe your hobbies, your areas of interest (if not already covered in a previous section of the application), and talents you have, including any leadership experiences you have had related to these activities.

You have 250 words to discuss your outside interests, hobbies, and talents.

Focus on how you have positively impacted others through your thoughts, words, and actions.

Prompt:

Describe what you have learned from your work experiences, hobbies, outside interests and special talents. Describe what values these skills and experiences have to you and others.

You have 250 words to discuss what you have learned.

Focus on how you have positively impacted others through your thoughts, words, and actions.

2019-13119

1 of 1

Main

2019-13119

Status: Draft

\* Primary Contact: You (Student Test)

Application Overview

GENERAL INFORMATION ARTS & HUMANITIES COMPETITIVE ACTIVITIES SERVICE, CIVIC & CITIZENSHIP **WORK & INTERESTS** SCHOLARSHIP & TRANSCRIPT ESSAY RECOMMENDATION DEMOGRAPHIC INFOR

**When preparing the application, use FILL, NAME, NOT ACRONYM (e.g., use Future Business Leaders of America, not FBLA)**

**Work Experience:** Describe each of the work experiences you have had, including where you have worked, how long you worked there, what your duties included, and any leadership experiences you had.

230 words left

**Hobbies, Outside Interests, and Special Talents:** Describe your hobbies, your areas of interest (if not already covered in a previous section of the application), and talents you have, including any leadership experiences you have had related to these activities.

230 words left

**Describe what you have learned from your work experiences, hobbies, outside interests and special talents. Describe what values these skills and experiences have to you and others.**

BACK

Save Draft

Submit

## Scholarship and Transcript Tab

This section has three prompts, including two uploads and a constructed response.

### Transcript section

Click the green upload button to upload a .pdf copy of your current high school transcript. NOTE: Alternative transcripts, such as narrative transcripts, are acceptable, but in an effort to make the process as fair as possible, it is recommended that homeschoolers submit a transcript in a fairly standard format.

The transcript must be in .PDF format, or it will not upload and save.

The transcript can be an unofficial copy, as long as it is unaltered before upload, and has the signature of a homeschool administrator on it certifying it to be accurate.

The transcript must be legible and easy to review, even if it has protective devices (ex. watermarks)

Any inaccurate, falsified, incomplete or altered uploads may render your application ineligible.

### PI-1206 Upload

Click the green upload button to upload a .pdf copy of your Wisconsin PI-1206 Homeschool Report for the current year. Your homeschool administrator (the parent or guardian who homeschools you) should have a copy of this year's completed form or will have access to this form by signing into their

The screenshot shows a web application interface for the 'Scholarship & Transcript' section. The top navigation bar includes the 'Herb Kohl Educational Foundation, Inc.' logo, a 'Home' link, a notification bell, and a user profile icon. Below the navigation bar, there is a 'Options' dropdown menu and a '1 of 1' page indicator. The main content area is titled '2019-13127' and shows the application status as 'Draft'. The primary contact is listed as 'Colleen Manning'. The application summary is visible, and the 'Scholarship & Transcript' tab is selected. The form contains three sections: 'Transcript', 'PI-1206 Upload', and 'Transcript Background'. Each section has a green upload button and a text prompt. The 'Transcript' section prompts the user to upload a .pdf file and notes that alternative transcripts are acceptable. The 'PI-1206 Upload' section prompts the user to upload a .pdf file of their current 2019 PI-1206 form. The 'Transcript Background' section prompts the user to describe how their transcript helps tell the story of their academic journey. At the bottom of the form, there are 'Save Draft' and 'Submit' buttons.

account at <https://sms.dpi.wi.gov/HomeSchoolParent/>

After you have uploaded your .pdf files, the name of each file will appear on the Scholarship & Transcript tab.

Transcript Background Prompt:

Describe how your transcript helps tell the story of your academic journey, including successes and lessons learned. Address ways you have experienced academic success that can't necessarily be seen by reviewing your transcript document.

You have 250 words to discuss your academic journey.

Focus on how you have positively impacted others through your thoughts, words, and actions.

This is a great place to really tell the story of your journey through high school, and how you have prepared to take the next steps into post-secondary education. It is not necessary to have a "perfect" transcript (e.g., a 4.0 on a 4.0 scale) to be eligible. This is the best section to describe any challenges and how you overcame them or what you learned from them.

## Essay Tab

This section has one writing prompt.

Write a personal narrative essay, not to exceed 500 words, that describes your goals in the following areas:

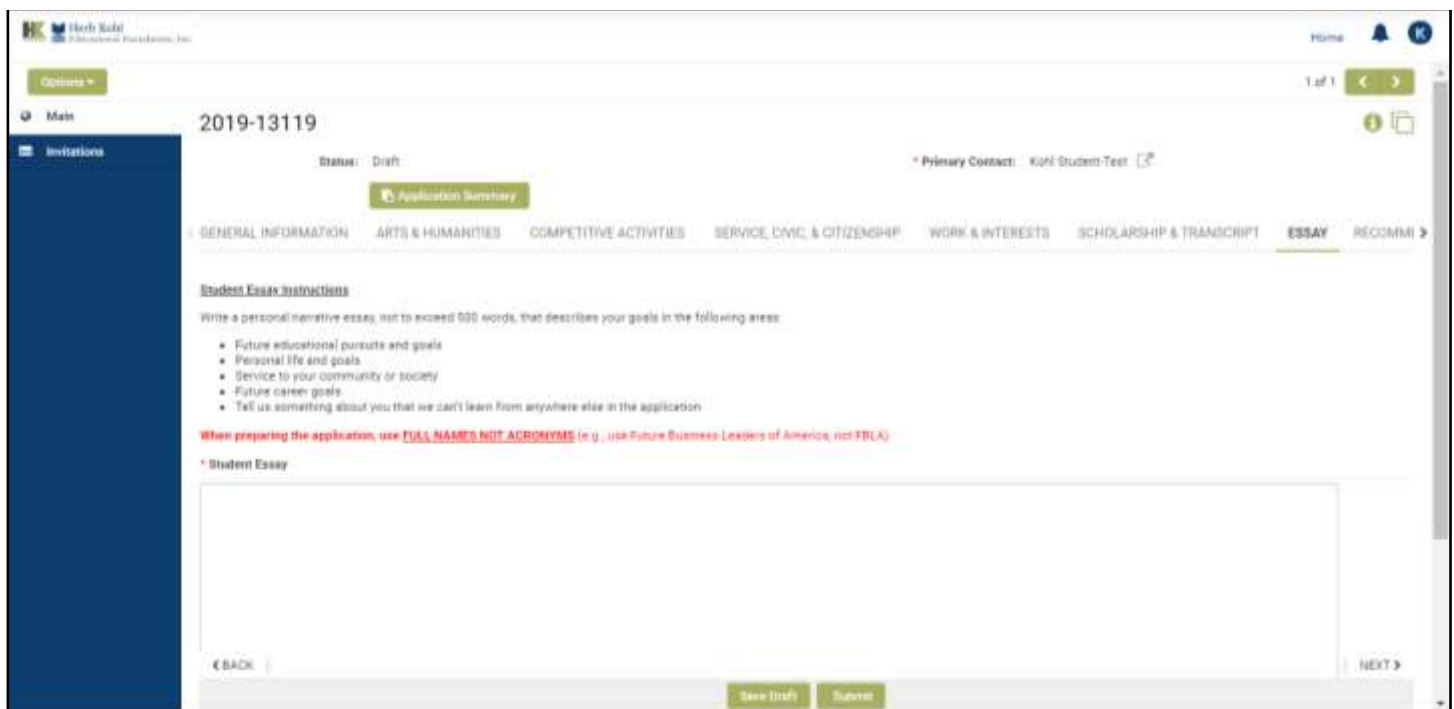
Future educational pursuits and goals

Personal life and goals

Service to your community or society

Future career goals

Tell us something about you that we can't learn from anywhere else in the application



The screenshot shows a web application interface for a student application. The top navigation bar includes a logo for 'Herb Kohl Educational Foundation, Inc.', a 'Home' link, a notification bell, and a user profile icon. Below the navigation bar, there is a '2019-13119' application ID and a 'Status: Draft' indicator. A 'Primary Contact: Kohl-Student-Test' is also listed. The main content area is titled 'Application Summary' and features a horizontal menu with tabs for 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', and 'RECOMM'. The 'ESSAY' tab is currently selected. Underneath, the 'Student Essay Instructions' are displayed, including the prompt: 'Write a personal narrative essay, not to exceed 500 words, that describes your goals in the following areas:'. A bulleted list of goals is provided: 'Future educational pursuits and goals', 'Personal life and goals', 'Service to your community or society', 'Future career goals', and 'Tell us something about you that we can't learn from anywhere else in the application'. A red warning note states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. Below the instructions is a large text input field for the 'Student Essay'. At the bottom of the page, there are 'BACK' and 'NEXT' navigation buttons, along with 'See Draft' and 'Submit' buttons.

Advice for this section:

Compose, revise and edit your responses in a word processing program (ex. Google Docs, Microsoft Word) and then copy/paste the final version into your application.

Proofread your work! Reading it out loud to yourself will help you locate errors.

Write truthfully and tell your story with humility, but take credit for your actions and the impact of your decisions as a student.



If you are going to describe an activity that several people collaborated on, specifically address your role in that work, and how your work impacted the outcomes of the group's work together.

Give real-life examples when you can.

Consider protecting any specifically identifiable information about others when possible.

Consider addressing how your context affects your decisions and impact of your words and actions (including things like geographic location in the state, relative affluence of the school and community, and proximity/availability of resources, such as being near a college or university).

Consider describing the challenges you have faced, or the barriers you've overcome, in becoming the student you are today.

Focus on speaking to things like innovation, leadership, impact/results, and equity through your words and actions.

Consider how the letters of recommendation you request will support and deepen the evidence for the things that you share in your personal reflections.

## Recommendation Tab

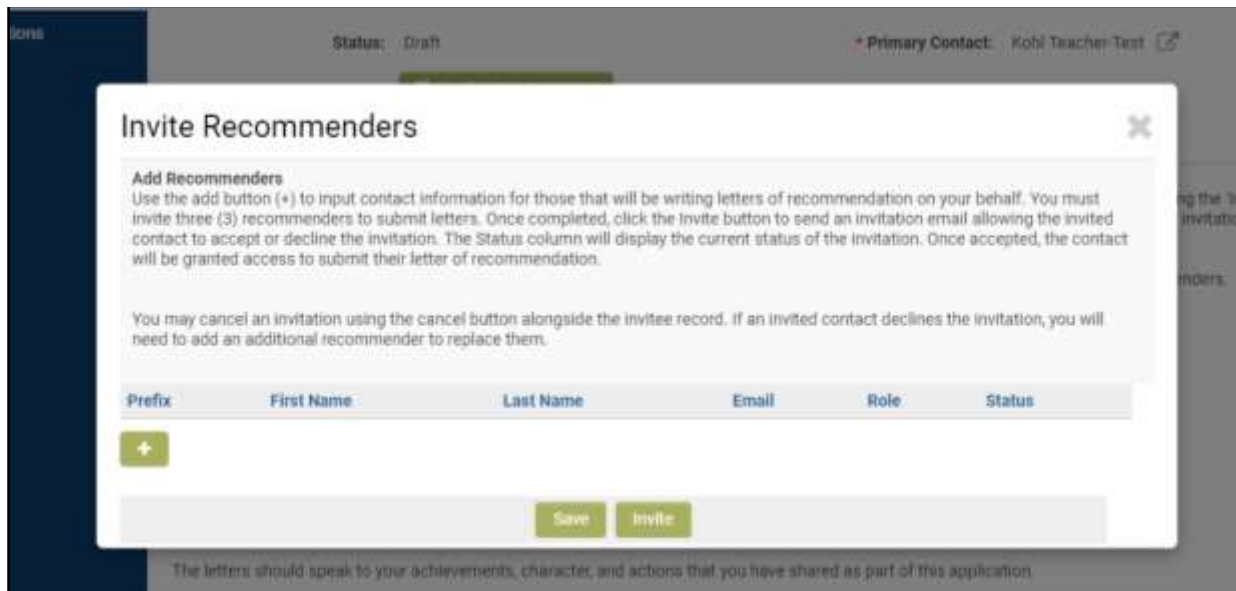
You will need to secure three (3) letters of recommendation before you can submit your application as complete. You will use the application to invite your recommenders to complete a letter of recommendation form on your behalf. You will be able to see if they have been invited, have accepted and are drafting a letter, have completed their letter, or declined the invitation from within this tab. You will NOT be able to see what they have written or shared about you.

The screenshot displays the 'Recommendation' tab of an application portal. At the top, the user's name 'Herb Koff' and 'Educational Freedom, Inc.' are visible. The application ID '2019-13119' and status 'Draft' are shown. A navigation bar includes tabs for 'CREATIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', 'RECOMMENDATION' (selected), 'DEMOGRAPHIC INFORMATION', and 'SIGNATURE'. The main content area contains instructions: 'Your application requires the submission of three (3) letters of recommendation from people who can recommend you for this award. Using the 'Invite Recommenders' button below, you will be able to add the contact information for your recommenders. Once invited, and if they accept the invitation, they will be able to submit their letter of recommendation. Please Note: You will not be able to submit your application until you have three submitted letters of recommendation from your recommenders.' Below this is a table with columns for 'Invited Contact', 'Invitation Status', 'Recommender', and 'Letter Status'. Further down, it states 'The letters should speak to your achievements, character, and actions that you have shared as part of this application. Letters should come from these three (3) sources: 1. One letter from a school-based adult you have worked with during high school. a. Good sources include teachers, coaches, principals, counselors, pupil services staff, and support staff. 2. One letter from a person who is not a part of your immediate PK-12 school community, and has not been employed as a staff member in your school district previously or currently. a. Good sources include employers, family friends, physicians or counselors, public servants, members of religious communities, or service organization leaders. \*BACK: be from any source of your choosing, other than from a family member.' At the bottom, there are 'Save Draft' and 'Submit' buttons.

The letters should speak to your achievements, character, and actions that you have shared as part of this application.

Homeschool letters should come from these three (3) sources:

1. One letter from an adult you have worked with in an academic capacity during your high school years (While it is acceptable to submit a letter from your parent as your primary teacher, it is advisable to find an adult outside your family who can speak to your academic experiences).
2. One letter from a person who can speak to your role in the community. Good sources include employers, family friends, physicians or counselors, public servants, members of religious communities, or service organization leaders.
3. One letter from any source of your choosing, other than from a family member. It is acceptable to have this third letter come from a source similar to the ones listed above.



Recommender statuses:

Once you invite a person to recommend you, their status will change to “Invited”. They will receive an email with an invitation to “Accept” or “Decline” the invitation to submit a letter. Once they respond, their status will update to whichever option they chose (“Accepted” or “Declined”).

Once their letter has been submitted, their recommender status will change to “Submitted” in your application.

If someone declines, or is generally unresponsive, you can also “Cancel Invite” using the green button with an “X” on it in the Invite Recommender submenu, and then you can add another recommender.

**You must have all 3 recommendations submitted before you can submit your application.**

Advice for this section:

- Actively manage your invitations and completion of letters of recommendation!
- A packet will not be considered if it has fewer than the three required letters of recommendation.
- No extensions of time will be granted to applicants or recommenders. Please plan accordingly.
- Consider being strategic in your invitations, and clear in what you hope a recommender can speak to about your activities, leadership and the impact of your words and actions.
- Reach out to recommenders personally before you invite them using the SmartSimple platform, so they know to look out for the request. This also allows you to decide whether or not they might be a good reference for you.
- Encourage recommenders to give evidence and examples in their recommendations.

- The most common error made by applicants is entering incorrect email addresses for their recommenders. Please check addresses carefully.

Letters written in a language other than English will be shown to reviewers in the language in which they were written, to preserve as much of the authentic word selection and intent of the writing as possible. However, English translations will also be made available to reviewers. We will use commonly available services (ex. Google Translate) unless a recommender is able to provide a translation. For any questions on this provision, please contact Scott Prinster at the Wisconsin Department of Public Instruction at (608) 267-0392 or [Scott.Prinster@dpi.wi.gov](mailto:Scott.Prinster@dpi.wi.gov)

## Demographic Information Tab

The following information is not part of the scoring or selection process, nor will it be considered as eligibility criteria. It is confidential, and will not be revealed to anyone outside of the Herb Kohl Educational Foundation. This data helps the Herb Kohl Educational Foundation understand the impact the awards program is making on students, families, educators, and administrators throughout Wisconsin. You may choose to answer as many of the following three questions as you feel comfortable answering.

Household Income (dropdown menu of choices)

Race (Check all that apply)

School Context (Check all that apply to your homeschool)

Urban

Rural

Suburban

Tribal

Charter (does not apply to homeschool students; if you are enrolled in a charter school, you are either a public or a private school student)

Virtual (does not apply to homeschool students unless you are enrolled in an out-of-state private online school; if you are enrolled in a Wisconsin private online school, you are a private school student; if you are enrolled in a Wisconsin public online school, you are a public school student)

The screenshot shows a web form titled "Optional Demographic Personal Information". The form contains the following sections:

- Household Income:** A dropdown menu with the text "Please select one" and a selection box showing "-Select One-".
- Race:** A section with the instruction "Check all that apply" and a list of checkboxes for various racial and ethnic groups:
  - White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
  - Black/African American (A person having origins in any of the Black racial groups of Africa.)
  - Hispanic or Latino/a
  - American Indian/Alaska Native/Native American (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)
  - Asian/Indian Subcontinent (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
  - Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

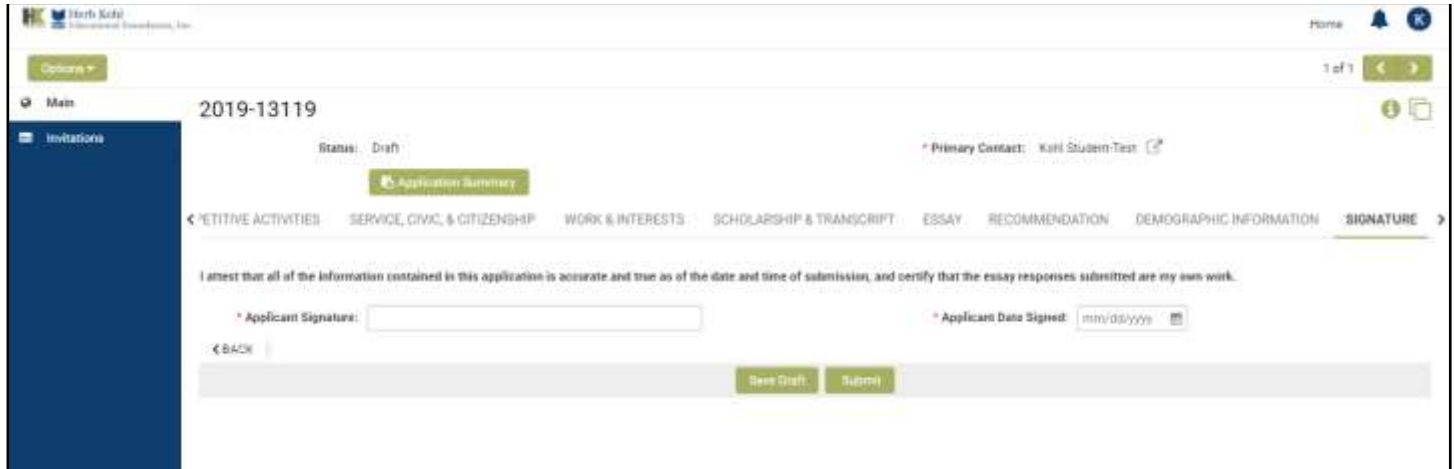
At the bottom of the form, there are navigation buttons: "Save Draft" and "Submit".

## Signature Tab

Once you have completed the application, have filled in content for all required fields, and received back three letters of recommendation, you will be able to submit your application for consideration at the first level, a committee named by the Wisconsin Homeschooling Parents Association (WHPA) Board of Directors.

Applicant Signature (You must type your full name in the field)

Application Date Signed

A screenshot of a web application interface for submitting a scholarship application. The page title is "Herb Kohl Educational Foundation, Inc." and the application ID is "2019-13119". The status is "Draft". The primary contact is "Kohl System-Test". The navigation menu includes: INVITATIONS, MAIN, RETIATIVE ACTIVITIES, SERVICE, CIVIC, & CITIZENSHIP, WORK & INTERESTS, SCHOLARSHIP & TRANSCRIPT, ESSAY, RECOMMENDATION, DEMOGRAPHIC INFORMATION, and SIGNATURE (which is the active tab). Below the navigation, there is a statement: "I attest that all of the information contained in this application is accurate and true as of the date and time of submission, and certify that the essay responses submitted are my own work." There are two input fields: "Applicant Signature:" and "Applicant Date Signed:" (with a date picker icon). At the bottom, there are "BACK" and "Submit" buttons.

## Submitting your Application

Click "Submit" at the bottom of the Signature tab to send it in for consideration. If there are any required fields left empty or letters of recommendation missing, you will receive error messages with links to click that will take you directly to the error.

Once you submit, you cannot re-open your application for editing.

**The deadline for submitting the Student Excellence Scholarship Application is listed on the [Herb Kohl Educational Foundation website](#). Late applications will not be considered, even if the reason that it is late is not the applicant's fault. The deadline for the Excellence Scholarship applications is the same for all students applying, whether public school, private school, or homeschool.**

## Questions

If you have any questions, please contact one of the following to help you:

Wisconsin Homeschooling Parents Association, Kohl Scholarship Support Representative,  
[kohlsupport@homeschooling-wpa.org](mailto:kohlsupport@homeschooling-wpa.org)

Kim Marggraf, Herb Kohl Educational Foundation, (920) 457-1727, [marggraf@excel.net](mailto:marggraf@excel.net)

*The Herb Kohl Educational Foundation, and program co-sponsors, Association of Wisconsin School Administrators, Cooperative Educational Service Agencies, Wisconsin Department of Public Instruction, Wisconsin Newspaper*

*Association and Wisconsin Homeschooling Parents Association, do not discriminate against any student, teacher or principal award applicant on the basis of age, color, disability, gender, gender identity or expression, genetic information, marital status, military status, national or ethnic origin, pregnancy or parenting status, political belief or affiliation, race, religion, sex, or sexual orientation in the administration of the foundation's educational programs and activities.*