

How to Submit Counselor or College Readiness Coordinator Portion of Scholarship Application

Counselors or college readiness coordinators who have in their possession a student scholarship application must follow the proceeding steps in order to assist students in submitting the application in a timely manner.

1. Have student request transcript from <https://episd.scriborder.com/applicationCurrent> at least 7 business days prior to the scholarship application deadline.
2. Remind students that once they submit their transcript request, they will receive emails with updates on their order from scribOnline@scribsoft.com
3. Have student email counselor/coordinator the tracking number they receive once the transcript request has been completed.
4. Counselor/coordinator will complete their portion of the scholarship application and email it directly to their campus registrar.
5. Within the email sent to the campus registrar please include the following in the body of the email. "Please attach (Student Name)'s transcript to the attached scholarship application. The student has already requested their transcript and was provided the following tracking number: (Tracking Number)"