

College Bound Scholarship Counselor Signature Form



Background

Beginning with the 2018-19 academic year, **a counselor may sign the College Bound Scholarship application if a parent/guardian cannot be reached after multiple attempts.** In order for counselors to sign the application in place of a parent/guardian, this form must be completed, signed, and returned with the Missing Information Letter (MIL). The MIL must be returned with the student signature.

You must document at least one attempt through each available contact type or more than one attempt at the same contact type, if that is the only one available. Using the charts below, document the contact method, date, and result to show that the MIL could not be completed by the parent/guardian. Note: families must be given a reasonable amount of time to complete the application before being considered unreachable.

Student and Counselor Information

Student Name

Counselor Name

Counselor School

**Counselor Phone
Number**

Include area code

Counselor Email

Documentation of contact attempts

Email address	Date of email	Result

Phone number	Date of phone call	Result

Mailing address	Date of mailing	Result

Eligibility Requirements

Select one option below (required)

To the best of my knowledge, this student meets one of the following eligibility requirements:

		2018-19 Income Guidelines			
<input type="checkbox"/>	During 7th or 8th grade, household income from all sources (taxable and non-taxable) is less than or equal to the amounts in the adjacent chart.	Household Size	Annual Income Guidelines*	Monthly Income	Weekly Income
		2	\$30,451	\$2,538	\$586
		3	\$38,443	\$3,204	\$740
		4	\$46,435	\$3,870	\$893
		5	\$54,427	\$4,536	\$1,047
		6	\$62,419	\$5,202	\$1,201
<input type="checkbox"/>	Student is currently in foster care or a dependent of the state.	Each additional household member			
<input type="checkbox"/>	Student's family receives basic food/TANF benefits.	Add \$7,992 Add \$666 Add \$154			

*Household income must be less than or equal to this amount.

I certify that I have made all necessary attempts to contact the student's parent/guardian and received no response to complete the student's application.

_____ The student's family has NOT informed me that they are ineligible or uninterested
Initial in the College Bound Scholarship.

Counselor Signature _____

Date _____