



# Ohio High School Athletic Association

Doug Ute, Executive Director

Tuesday, January 16, 2024

## ***2024 OHSAA Scholar-Athlete Scholarship Program***

**TO:** OHSAA Athletic Administrators

**RE:** 2024 OHSAA Scholar-Athlete Scholarship Program Activation

Dear Athletic Administrator:

The Ohio High School Athletic Association is proud to announce the continuance of the OHSAA Scholar-Athlete Scholarship Program for 2024. The OHSAA and its six District Athletic Boards annually award \$169,000 in college scholarships to 169 high school graduates after selections are made by each of the OHSAA's six District Athletic Boards. Each of the 169 scholarships will receive a one-time, non-renewable \$1,000 award.

This email contains your school scholarship administrator's login information along with instructions to activate and submit the applications for your **2024 OHSAA Scholar-Athlete Scholarship** candidates. The login is currently active.

**The principal, or designee, is responsible for ensuring that only the most qualified student-athletes complete the applications. Please collaborate and communicate with staff members throughout your school to establish who shall be nominated.** For scholarship consideration, each school may submit only:

- one male,
- one female,
- one male ethnic minority and
- one female ethnic minority.

Each candidate must meet these minimum qualifications:

- Must be a graduating senior
- Minimum grade point average – 3.25 on a 4.0 scale upon completion of the seventh semester (Note: GPAs must be converted to a 4.0 scale)
- Must have received a minimum of three varsity letters in one **OHSAA sanctioned** sport or four varsity letters in a combination of any two or more **OHSAA sanctioned** sports
- **RECIPIENTS OF ANY ATHLETIC SCHOLARSHIPS (FULL OR PARTIAL) IN NCAA DIVISION I OR DIVISION II INSTITUTIONS OR APPOINTEES TO MILITARY ACADEMIES ARE NOT ELIGIBLE**

### 1. **SCREENING PROCESS**

Schools should develop a screening process to select the top male, top female, top ethnic minority male and top ethnic minority female candidates. Once the candidates have been selected, the school scholarship administrator will activate the scholarship applications online.

### 2. **SCHOLARSHIP APPLICATION ACTIVATION**

The school scholarship administrator designated to oversee the scholar-athlete application process must activate the applications online before your nominated students can receive access.

- Go to <http://www.ohsaforms.org/members/scholar/login.asp>. Please do not make the link available to the public as this competition is run through the schools.
- **Enter the username and password below:**

**User name: Unique – sent to each school’s athletic administrator**

**Password: Unique – sent to each school’s athletic administrator**

- Enter the name and contact information for the school scholarship administrator that will be responsible for the application process (typically, this is either the school principal or athletic director).
- Enter the name and contact information for the school counselor that will be entering the students’ academic information.
- Enter the name and contact information for each of the four scholarship candidates.
- Submit the activation of the scholarship applications.

3. **NEW THIS YEAR SO NOTHING GETS TRAPPED IN SPAM FOLDERS/STOPPED BY FIREWALLS**

Once the applications are activated, the school scholarship administrator will need to notify each candidate and the guidance counselor via e-mail of their unique account login credentials. The school scholarship administrator will have the option to click a link to open an e-mail message for each candidate and the guidance counselor directly in an e-mail application, or they can copy and paste text into a blank e-mail message. **Please follow up with each individual to ensure receipt of these emails. We recommend that you login periodically to check each phase of the application process.** If any issues occur, please contact Bob Goldring at [bgoldring@ohsaa.org](mailto:bgoldring@ohsaa.org) or 614-267-2502 x 116. Student login credentials allow access to the student’s application. School counselor login credentials allow access to each student application. Further, counselors can track the progress of each application. Similarly, the school scholarship administrative login allows for access to each candidate’s application and displays the progress of the application. Additionally, the school scholarship administrator will have the ability to view the login credentials for their school. **Note: After the students and/or school counselor have submitted their portions of the application, only the school scholarship administrator can make changes to the application.**

4. **SCHOLARSHIP APPLICATION STEPS**

There are several steps to the application process that must be completed by the students, school counselors and selected school administrators. **Failure to complete any of the steps will result in an incomplete application, and the student will not be considered for receipt of an award.**

Students:

**Students must complete their portion of the application first.** Students will enter the athletic honors they have received during their high school participation in **OHSAA sanctioned** sports. Students are to complete their applications prior to **April 10, 2024**. Students that have indicated on their application that they will participate in a 2024 spring sport will have from **May 1, 2024**, to noon on **June 10, 2024**, to complete an addendum to their athletic honors section. Once the student completes and submits their application, the student will need to notify both the school counselor and school scholarship administrator. The student will have an option of clicking a link to open an e-mail message directly in an e-mail application or copy and paste text into a blank e-mail message. **Important: Students MUST list a cellular telephone number so that those selected as winners can be notified (which likely will occur when the school year is completed).**

School Counselor:

The school counselor must add the academic information to each student’s application after the student has submitted their information (must be done prior to them filling out their spring sport addendum if they’ll have one). The information includes the student’s number in their graduating class, the student’s rank in the class, and the student’s GPA on a 4.0 scale. **Note: Access prior to the student’s submission is restricted. Encourage your students to directly notify**

*the school counselor once they have completed their portion so the counselor can complete theirs.*

School Scholarship Administrator:

After the students and school counselor have submitted their portions of the application, only the administrator can make changes to the application. Upon submission of the school counselor's portion, an email will be sent to the administrator notifying them that the application is ready for final approval and submission to the District Athletic Board. Applications will be sent electronically upon final submission by the administrator. **DO NOT send any application to your OHSAA District Athletic Board or the OHSAA Executive Director's Office in Columbus.**

**5. SCHOLARSHIP APPLICATION TIMELINE**

- **Tuesday, January 16, 2024** – School administrators may begin activating their scholarship applications
- **Wednesday, April 10, 2024** – Deadline for all student candidates to submit their applications
- **Monday, April 29, 2024** – Deadline for school counselors to submit their portion of the applications
- **Wednesday, May 1, 2024** – Spring sport addendum entry/update opens
- **Monday, June 10, 2024** – Deadline for spring sport addendums to be submitted

**6. ONLY SCHOLARSHIP WINNERS WILL BE NOTIFIED**

Each respective OHSAA District Athletic Board may host a banquet this summer to recognize their recipients for both the OHSAA scholarships and any awards they too will give out. Information on the banquets and how to claim their scholarship money will be sent to the selected recipients of these awards once final decisions have been made following the June 10, 2024, addendum deadline.

The Ohio High School Athletic Association is very pleased to continue this scholarship program. **We strongly encourage active communication within your building regarding the scholar-athlete application process since it is truly a team effort.** Thank you for your cooperation in the selection process!