



## ***Response/Action Required***

February 18, 2022

To: High School Principals, Assistant Principals, High School Counselors  
From: Sally Lancaster, Regional Superintendent  
Regarding: **2022 Superintendent's Scholarship for Excellence Awards**

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Thank you for your help in choosing the Superintendent's Scholar finalists for your school. The Foundation is always pleased with the high caliber of students they meet from our district's high schools. Each high school will select three (3) finalists.

**The application for the 2022 Superintendent's Scholarship for Excellence Award is an online [fillable application](#) or students may choose to print and turn in a paper version.**

### **Principals please:**

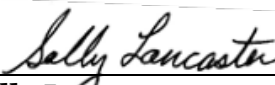
1. **Announce to students that applications are open.**

- Please print a [flyer](#) to display at your school.
- Students may be nominated by a staff member or nominate themselves if they meet the threshold criteria listed on the application. The Foundation would like all eligible students to apply, rather than have the committee select a few qualified candidates.
- All completed printed applications must be turned in at your schools Counseling offices by **Thursday, March 31. Electronic applications need to be sent to your counselor.**
- Please inform students that the interview date is **Monday, April 18, at the Community Resource Center (CRC) from 6:30 – 8:00 p.m.** and that they need to be available. (There is no opportunity for another date/time).
- In addition, students will be notified no later than **May 19.**

2. **Select a committee to assist in screening applications.**

- The committee is asked to select three (3) finalists from the pool of applicants.
- Please send the finalists' packets, marked confidential, to the Foundation office at the CRC no later than **Wednesday, April 12.** Or electronic application finalist to [kfantin@everettsd.org](mailto:kfantin@everettsd.org).
- Packets should contain the completed application, an official transcript, and a small photo of the applicant for publicity releases.

Approved for Distribution \_\_\_\_\_

  
Sally Lancaster

### 3. **Select teachers and an administrator.**

- Two (2) teachers who would be willing to serve on the interview committees for the finalists from the other schools on **Monday, April 18**, and;
- One (1) administrator to serve as a greeter on **Monday, April 18**.
- The Foundation has scheduled finalists to be interviewed on the early evening of **Monday, April 18, from 6:30 – 8:00 p.m. at the CRC**.
- The Foundation will contact you, the finalists, and the interviewers with the details by **Thursday, April 14**.

### **Important Dates:**

March 31	All completed applications turned in either online or paper version at schools.
April 1 – 12	Review committee to meet and screen applications to choose three (3) nominees.
April 12	Schools provide completed nominee applications to the Foundation office.
April 14	The Foundation contacts schools, finalists, and interviewers.
April 18	Finalist interviews conducted at the CRC.
May 19	Superintendent's Scholar Award recipients surprised.

If you have any questions, please call the Foundation office at 425-385-4693. Thank you for your contribution to this wonderful program.



***Kay Fantin***  
**Executive Director**  
**Everett Public Schools Foundation**  
425-385-4693 ♦ [epsfoundation.org](http://epsfoundation.org)

### **Required Action:**

Please communicate with your counselors.