



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6400

PAGE: 1 OF 4

CATEGORY: **Students, Awards/Scholarships**

EFFECTIVE: **1-29-62**

SUBJECT: **Scholarships**

REVISED: **8-23-2002**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing classification and regulation of all scholarships, scholarship information, and functions of Scholarship Policy Committee.
2. **Related Procedure:**  
Release of student information ..... 6525

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-8000, H-8900; Education Code Section 69560.

## C. GENERAL:

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Student Services Division, Institute for Learning.
2. **Definitions**
  - a. **Scholarships:** Financial assistance of \$100 or more, offered on condition that recipient continue his/her education.
  - b. **Awards:** Grants of less than \$100.
  - c. **Financial aid:** State and federal grants of financial assistance based primarily upon need.
3. **Regulations**
  - a. Scholarship applications that require fees will *not* be approved for dissemination to district high schools.
  - b. District personnel must *not* participate in recommending, nor cooperate in administering, *commercial* scholarships that are offered primarily for promotional or advertising purposes or violate the true values of scholarship or exploit students.

#### 4. **Types of Scholarships**

- a. **College:** Offered through or by a college or university for students who enroll in that school. (Includes alumni, class, and Army, Navy and Air Force scholarships.)
- b. **Philanthropic:** Given by organizations or individuals based upon superior ability and performance. (Includes National Merit Scholarship Program.)
- c. **Public relations:** Offered by organizations as part of an internal employee relations program or an external public relations program, yet relate to the true value of scholarship. (Includes many business and labor scholarships.)
- d. **Special talent:** Offered to students in a particular profession, art, or trade (e.g., science, athletics, music, and secretarial).

#### 5. **Approval of Scholarships**

- a. **Scholarship Committee** of San Diego Unified School District, under the Student Services Executive Director or designee, is composed of central office personnel and counselor-representatives from various senior high schools representing all geographic areas. It is established to:
  - (1) Develop rules and regulations for administering and processing all types of scholarships and financial aid information that will be disseminated to students.
  - (2) Make recommendations regarding scholarship booklet and its use.
- b. **Principal has authority** to approve a scholarship that applies only to his/her school, provided it falls in types C.4.a. through d.; reports approved scholarships to school site scholarship committee.

### D. **IMPLEMENTATION**

#### 1. **Student Services Executive Director or Designee**

- a. Receives information from sponsors regarding scholarships offered to two or more schools in the district; notifies all schools of approved scholarships as information is received.

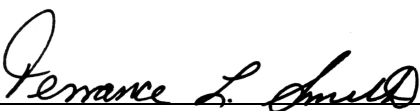
- b. Reviews all scholarships offered to two or more schools in the district; approves for dissemination to schools.
  - c. Sends list of approved and/or disapproved scholarships to principals and scholarship counselors of secondary schools.
2. **School Principal**
- a. Selects scholarship counselor and school site scholarship committee.
  - b. Approves or disapproves scholarships being proposed or offered to the school (C.5.b.).
  - c. Administers new scholarships through scholarship counselor.
3. **Scholarship Counselor**
- a. Receives list of approved and/or disapproved scholarships from principal and shares information with other counselors.
  - b. Disseminates scholarship booklet to all seniors in the fall; informs all students of approved scholarships; maintains scholarship information pamphlets and books in counseling office.
  - c. Reminds students of application and test dates; alerts students to scholarship offerings for which they might qualify; participates in final selection of scholarship winners if scholarships are limited to one school.
  - d. Serves as college admission and financial aid practices consultant to other grade-level counselors.

**E. FORMS AND AUXILIARY REFERENCES**

- 1. Scholarship Booklet

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

  
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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education