

Instructions for Completing IMHS Online Scholarship Forms.



Once you meet the initial application qualifications, you will need to sign up in the Guidance Office with Mrs. Gendreau. She will then send you an email to your IM student Gmail account. In this email, there will be a link to the application form.

To complete the application, follow the directions:

- Click the link that is in the email to fill out the application form. **DO NOT FILL OUT THE APPLICATION IN THE ACTUAL EMAIL. YOU MUST CLICK THE LINK.**
- Fill out the fields on the form. - *Note that fields with a red asterisk are required fields.*
- Click the box at the end of the form “Send me a copy of my responses” and then click Submit.
- You will now see a box that states “General Scholarship Application – your response has been recorded. **YOU MUST EMAIL MRS. GENDREAU** to finalize submission. Failure to do this will result in an incomplete application.
- You need to compose an email message to Mrs. Gendreau (gendreauc@imschools.org) from your student email account, stating that you have submitted the application (state the name of the scholarship application).