

AES Instructions

GENERAL INSTRUCTIONS

1. We are going back to using a paper form to be returned by email or mail. The form can be opened and information entered but cannot be submitted electronically to HEAB.
2. Type on the form and email to nancy.wilkison@wi.gov using the subject line: **AES Nomination Form** OR print and mail to **AES Nomination Form**, P.O. Box 7885, Madison WI 53707

SCHOOL INFORMATION

1. Enter school full name with address. Please update any contact information here.
2. The Contact Person is the person I should contact with scholarship information
3. Enter your school's **ENROLLMENT NUMBER** taken on the 3rd Friday in September for grades 9-12. The chart will indicate how many scholarships your school is eligible for.

NOMINATIONS

1. Enter student's title, Mr or Ms.
2. Fill in the student's first and last name as they would like it printed on their award certificate. We will not send out corrected certificates.
3. Enter suffix if student's name requires, ie. Jr. or III
4. Fill in full student address, city, state and 5 digit zip code.
5. Fill in student's current email address. **Do not use high school affiliated addresses** ending in k12.wi.us or .org.
6. Fill in student's home phone number.
7. Enter the cumulative GPA as shown on the student's official transcript.
8. Enter the student's composite ACT score. We are collecting it for statistical reason at this time.
9. Choose the college the student is thinking of attending, at this point in time.

ALTERNATES

1. Check your schools **GRADING SYSTEM**, either weighted or unweighted to determine the number of alternates available. If you have a **WEIGHTED SYSTEM**, wherein an A is worth more in some courses than in others, then you automatically have alternates. List as your alternates the students with the next highest GPA's. If you have an **UNWEIGHTED SYSTEM**, you automatically have alternates but GPA must be at least 3.8
2. Fill in student information as done with your original recipients.

3. Given your current information, enter enough alternates so your scholarships can be awarded to a student attending an approved Wisconsin school, **no more**. You will be contacted if more names are needed. The alternate form contains 6 spaces. If you need more, make a copy of another page and number the alternates appropriately.

FINISH AND SUBMIT

1. Sign and date the form.
2. Email to nancy.wilkison@wi.gov with subject line: **AES Nomination Form** OR mail to **AES Nomination Form**, P.O. Box 7885, Madison WI 53707