Completing Your SMASH Application

Registration Process – OPEN NOVEMBER 9, 2015
1. To register to pre-apply for the program go to https://smash.lpfi.org/login.php
2. After you have registered to will receive an email from smashsupport@lpfi.org requesting to confirm your email. You will be provided with a link and a password.
3. Logon to complete your pre-application. You must click the “Request Application” button.
4. You will receive an email from smashacademy@lpfi.org informing you whether or not your pre-application is approved. If your application is approved, you will be instructed to logon and complete the full SMASH application.

Registration Deadline            Feb. 16, 2016 by 11:59 p.m.

Application Process
The SMASH application process is very rigorous. To ensure that your application is considered for participation in the program, it is important that you submit a complete application by the indicated deadline.

Early Application Submission Deadline          February 1, 2016 by 11:59 p.m.
Application Submission Deadline                  March 1, 2016 by 11:59 p.m.

To access the 2016 SMASH Application log on at https://smash.lpfi.org/login.php using the username and password you created when you pre-registered.

Below is a checklist and important info to guide you in correctly completing and submitting your SMASH application.

<table>
<thead>
<tr>
<th>Item</th>
<th>Submission Method</th>
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<tbody>
<tr>
<td>a. Student Profile</td>
<td>Complete Online</td>
</tr>
<tr>
<td>b. Parent/Guardian Information</td>
<td>Complete Online</td>
</tr>
<tr>
<td>c. Essay</td>
<td>Complete Online</td>
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*Important Info:*

i. The essay has a 500 word limit.

ii. Work on your essay in a separate document. Copy and paste the final essay to the application.

iii. Start working on your essay early and make sure to have at least two other people read it to ensure there are no errors.

| d. Student Photo                          | Upload to application            |

*Important Info:*

i. Head shot only.

ii. Upload your picture now.

| e. Two Letters for Recommendation         | Online – submitted online by teachers |

*Important Info:*

i. Make sure to ask for a recommendation from teachers NOW to get it out of the way.

ii. The recommendations must be from a science and a math teacher.

iii. Inform the teacher that they will receive an email requesting the recommendation.

iv. It is the applicant’s responsibility to follow-up with the teacher to make sure that the recommendation is submitted by the indicated deadline.

v. If a recommendation is received after the deadline the application will not be considered for participation in the 2016 SMASH Program.

vi. If your teachers have not submitted your recommendation two weeks after you have sent the email request, ask another teacher.
vii. You can ask for recommendation from your middle school teacher if you are unable to get one from your high school teacher.

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<tr>
<td><strong>f. Transcript</strong></td>
<td>Upload or mail to SMASH site to which you are applying</td>
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<tr>
<td><strong>Important Info:</strong></td>
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<tr>
<td>i. Submit your request for a transcript at least 1 month before the application due date.</td>
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| ii. Your transcript can be an official or unofficial transcript
   
   9th grade applicants: Submit 8th grade transcript
   
   10th grade applicants: Submit 9th grade transcript |   |
| iii. DO NOT report card as a substitution for the transcript. |   |

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<tr>
<td><strong>g. Income Verification</strong></td>
<td>Upload or mail to SMASH site to which you are applying</td>
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<tr>
<td><strong>Important Info:</strong></td>
<td></td>
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</table>
| i. Submit one of the following documents to verify income.
   
   1. Letter indicating qualification to receive Free or Reduced lunch OR
   
   2. First 2 pages the Income Tax Return submitted in April 2015 |   |
| ii. Students attending a private school must also show proof that they are receiving a scholarship |   |

**VERY IMPORTANT INFORMATION**

Before submitting your application, review all the information to ensure that it is correct.

You CANNOT make corrections to your application once it is submitted.

**DO NOT** wait for your letters of recommendation to be submitted before submitting your application.

**DO NOT** forget to click the SUBMIT APPLICATION button the “Final Checklist” section of the application.

All applicants are encouraged to upload all their required documents.

All of the items listed above must be submitted by;

**Early Application Submission Deadline: Feb 1, 2015**

**Regular Submission Deadline: March 1, 2016 by 11:59 p.m.**

If you prefer to mail the documents, mailed documents must be postmarked no later than

**Early Application Deadline: February 1, 2016**

**Regular Application Deadline: March 1, 2016**