

Alaska Performance Scholarship Matanuska-Susitna Borough School District Appeal Procedures

Do you believe an error has been made regarding your eligibility for an Alaska Performance Scholarship (APS)? If so, please follow the steps below to have your eligibility re-evaluated.

Step 1:

Review the Alaska Performance Scholarship requirements that are specific to your graduating class. [http://acpe.alaska.gov/STUDENT-PARENT/Grants Scholarships/Alaska Performance Scholarship/Qualifying](http://acpe.alaska.gov/STUDENT-PARENT/Grants_Scholarships/Alaska_Performance_Scholarship/Qualifying)

Step 2:

Contact the administrator or counselor at your graduating high school to request a review of your scholarship eligibility. The principal or designee will review the Alaska Performance Scholarship Eligibility Report which contains information that MSBSD submitted to the State of Alaska regarding your eligibility: Test scores including ACT, SAT, and WorkKeys; your GPA; and whether you met curriculum requirements.

If there was an error in the APS recommendation, the counselor or principal will complete the [Alaska Performance Scholarship Appeal Form](#) for MSBSD students and submit it to the Office of Instruction for approval.

Step 3:

If you are not satisfied with the action taken at the school level, you may request an appeal by completing the [Alaska Performance Scholarship Appeal Form](#) for MSBSD Students and submitting it to the Office of Instruction.

An Explanation of Appeal Process

1. Consult with your school principal or counselor to obtain information about your eligibility.
2. Submit the completed Appeal Form and supporting documentation to:

Office of Instruction
501 North Gulkana Street
Palmer, Alaska 99654
907-746-9229
907-746-9292 (fax)

3. The Office of Instruction will review the appeal and the graduate will be notified of the outcome within 30 days of the appeal.
4. If the reviewer determines that scholarship eligibility was incorrect, the Office of Instruction will notify the Alaska Performance Scholarship Program of the correct eligibility determination and request a change in APS status.