

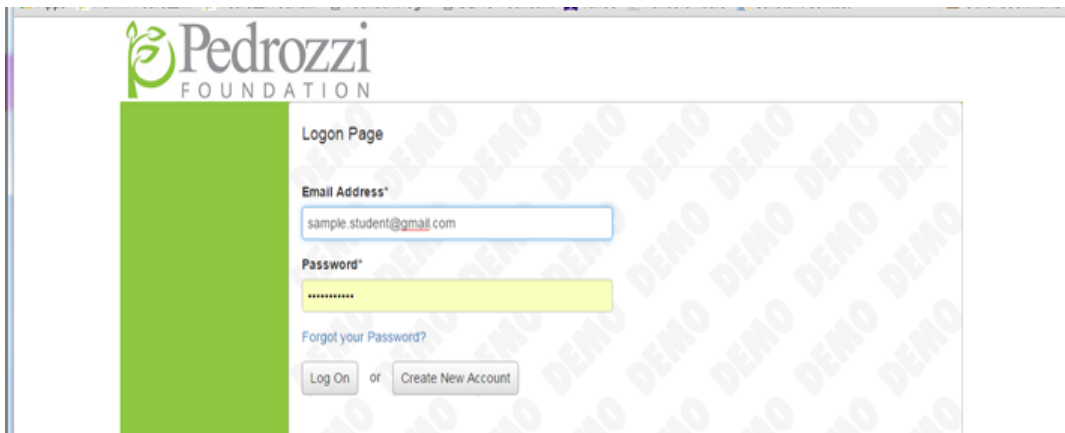
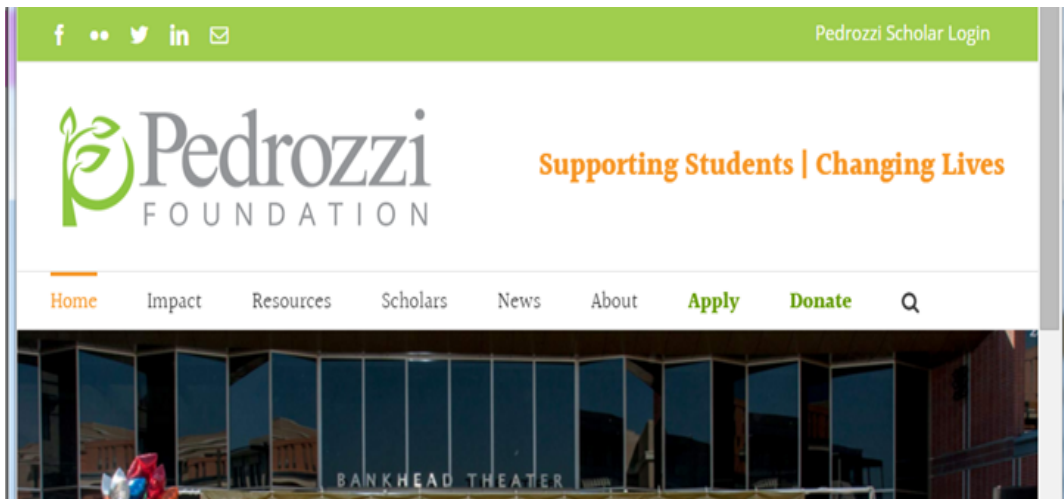
Pedrozzi Scholarship Foundation

Instructions: Checking Reference Status

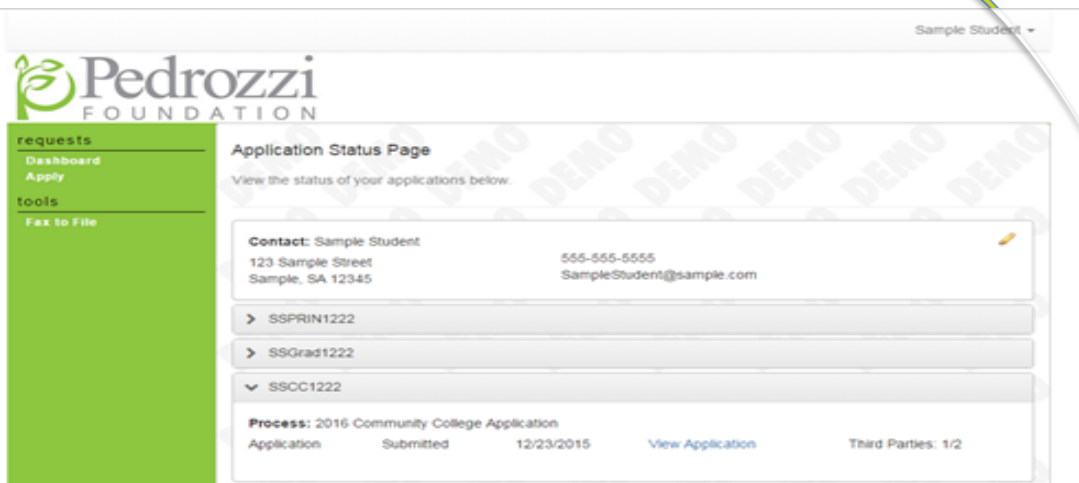
Each reference will be asked to complete a short online Reference Questionnaire. The Reference Questionnaire must be submitted by each reference no later than March 1st . DO NOT list someone as a reference unless you are sure that he/she will complete the Reference Questionnaire. References who do not respond will negatively affect your overall ranking for a scholarship award, but will not disqualify you. At least one school staff reference is required (teacher, administrator, school counselor, coach), unless you have not been enrolled as a student within the last five years. Other acceptable references include community and religious leaders, employers, and mentors.

To check the status of your Reference Questionnaires at any time:

1. Login to your Pedrozzi account:

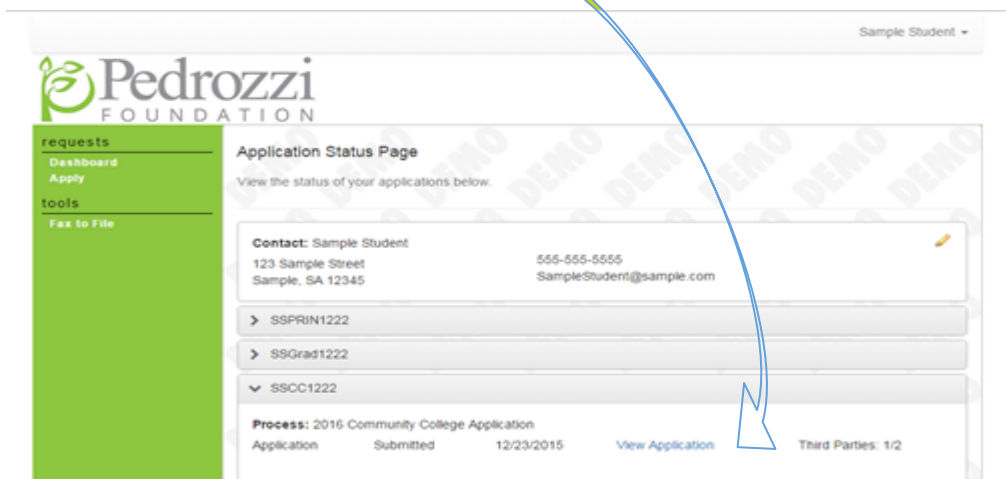


2. View the status of "Third Party Responses" on your home page:



The first number tells you how many references have submitted the Reference Questionnaire. For example: 1/2 means one out of two references have submitted the Reference Questionnaire.

3. For further details, you can click "Edit Application" or "View Application":



4. Then scroll to the "Reference" section of your application:

required Reference Questionnaire the Foundation has requested you fill out. Thanks again for your time and let me know if you have any questions.*

NOTE: Verify you have provided the correct email addresses. School District, University and business email systems are often protected with anti-spam software, resulting in the Reference Questionnaire link or your composed email possibly not being received. Make sure your references check their spam/junk folders or else they might not complete the Questionnaire.

▼ Reference #1 Response

*
✉ pcampbell@PedrozzFoundation.org
Compose Email
Info: Email was sent 12/22/2015 7:00:44 PM CST. No response has been submitted.

▼ Reference #2 Information

2nd Reference Name*
Provide the full name of your reference.
CC REF 2 NAME

Telephone Number*
Provide reference 10-digit telephone number.
CC REF 2 PHONE

Relationship*
School Counselor

Specify "Other" below:

▼ Reference #2 response

2nd Reference Email Address*
Provide reference email address. NOTE: Verify you have provided the correct email address.
✉ csiegfried@pedrozzfoundation.org
Compose Email
Success: Response was submitted 12/22/2015 7:09:28 PM CST.

NOTE: Verify you have provided the correct email address. School District and University email address are often protected with antia spam software, resulting in the Reference Questionnaire link or your composed email not being received. Make sure your references check their spam/junk folders or else they might not complete the Questionnaire.

If your application is still in DRAFT status, and you have already checked with your reference and asked him/her to check his/her spam/junk folders, the email address you provided is correct, and they are still not receiving the email with the Reference Questionnaire link, you can click "Compose Email" again to resend an email and the link.