



## **APPLICATION CHECKLIST**

This list is printed here to help you organize your documents. The most common reason some applicants are not selected is because they have incomplete applications! It is the responsibility of the applicant's family (not YLA, not the teacher, not the principal) to obtain and submit all required documentation in order to complete the application.

(Do not turn in this page.)

**Applicants must have all of the items listed below before turning in the application:**

- \_\_\_\_\_ 1. SECTION I – Completed Student Information.
- \_\_\_\_\_ 2. SECTION II – Student Questions (separate handwritten paper needs to be attached).
- \_\_\_\_\_ 3. Completed recommendation form from the current 6<sup>th</sup> grade teacher.
- \_\_\_\_\_ 4. Completed checklist form from the school principal/administrative personnel.
- \_\_\_\_\_ 5. Completed recommendation form from an adult who knows the applicant. (NOT a parent or relative of the applicant.)
- \_\_\_\_\_ 6. Copy of school documentation verifying that the applicant receives either free or reduced lunch (this may be obtained from the applicant's school district office or your child's school office).
- \_\_\_\_\_ 7. Copy of report card.
- \_\_\_\_\_ 8. Family's completed 1040 Federal tax form from 2021 (at least the first two pages) that clearly lists the name of the student applicant (and his or her social security number) as a dependent. *If 2021 tax documents are not available, the family may submit documents from 2020; however, the family will be asked to turn in 2021 documents no later than May 20.* If there are extreme circumstances in which tax documents are unavailable, please make an appointment with the Executive Director to proceed. YLA does **not** accept W-2 forms.
- \_\_\_\_\_ 9. SECTION IV – Completed Applicant and Parent Agreement.

INCOMPLETE AND/OR LATE APPLICATIONS WILL **NOT** BE CONSIDERED.

Remember, applications may **NOT** be faxed.