

Seattle Association of Educational Office Professionals



TO: Seattle Public School Graduating Seniors Class of 2026

FROM: Kathy Johnson, Scholarship Chair
Lafayette Elementary (WO-239)

RE: SAEOP Scholarship Application Information

Enclosed is an application form for the annual Seattle Association of Educational Office Professionals (SAEOP) Scholarship. This year we are proud to continue the tradition of awarding three (3) Five hundred-dollar scholarships.

We are seeking all interested and qualified Seattle Public High School graduating senior students (class of 2026) who wish to continue their education at a 2-year, 4-year college or vocational school. Please keep in mind throughout the application process that this is not a need-based scholarship.

The deadline for returning applications is **Friday, May 1, 2026**. Completed scholarship application packages should be sent to:

Mail: Kathy Johnson, CEOE
Lafayette Elementary
2645 California Ave SW
Seattle, WA 98116

Or through intra-district school mail:
Kathy Johnson, CEOE
SAEOP Scholarship Chair
Lafayette Elementary
MS: WO-239

Or email: kajohnson@seattleschools.org

The winning scholarship recipient will be expected to provide the higher institution name/contact information to issue a check on behalf of the student to said institution. This information must be provided by June 10, 2026. If the information is not received by June 10, 2026, the scholarship will be forfeited and granted to the next qualified candidate.

If you have any questions or need further clarification, please feel free to call Kathy Johnson at (206) 252-9500 or email at kajohnson@seattleschools.org

Scholarship packets are also available online at seattlewea.org. Thank you.



SCHOLARSHIP APPLICATION FORM

Application must be **typed** to be considered (including this page).

1. **Full Name:** _____
Last First Middle

2. **Home Address:** _____

_____ City State Zip Code

3. Name of SAEOP Member you are related to (if applicable): _____

4. Contact Information - **Cell Number:** _____

5. **Email:** _____

6. Name of three higher educational institutions you have applied to:

Name of Institute: _____

Address: _____

Name of Institute: _____

Address: _____

Name of Institute: _____

Address: _____



Judging Criteria:

Applicants will be judged on neatness, spelling, punctuation, grammar, clarity of thought, and completeness of application. Please remember this is not a need-based scholarship. You are welcome to type your essay on page 6 of this application if you choose to submit electronically or you may print and mail your application.

Applications must be postmarked by Friday, May 1, 2026. Late applications will not be considered.

Essay:

- **In an essay of 300 words, answer one of the following questions:**

Describe how your most meaningful achievement relates to your field of study and future goals.

Or:

What special attribute or accomplishment sets you apart from the other students and makes you a good candidate for this scholarship.

Include the word count at the end of your essay.



FACULTY RECOMMENDATION FORM

Candidate Name: _____

I recommend this student for the Seattle Association of Educational Office Professionals Scholarship based on: (Please list attributes)

 School activities:

 Classroom work, attitude, etc.:

 Student's character:

Signature of Faculty Member Date

Print Name

Name and Address of High School



COUNSELORS RECOMMENDATION FORM

Candidate Name _____

I recommend this student for the Seattle Association of Educational Office Professionals Scholarship based on: (Please list attributes)

 **School activities:**

 **Classroom work, attitude, etc.:**

 **Student's character:**

Signature of Counselor/Dean Date

Signature of Principal Date

Name and Address of High School



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Scholarship Application Checklist

- Application Form**

- Official Transcript**

- Essay**

- Counselors Recommendation form or letter of recommendation**

- Faculty Recommendation form or letter of recommendation**

Application packet must be typed and postmarked by **Friday, May 1, 2026**, to be considered.

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