



PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION William C. Harrison, Ed.D., *Chairman and Chief Executive Officer*
DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., *State Superintendent*
WWW.NCPUBLICSCHOOLS.ORG

MEMORANDUM

TO: Robert C. Byrd Honors Scholarship Continuation Recipients/Graduates
(Recipients eligible to continue for 2009-10 and Recipients graduating 2008-2009)
DATE: May 2009
SUBJECT: Continuation and/or Graduation Requirements

Continuation for 2009-2010

If you are eligible for continued funding for the 2009-2010 academic year, you will need to complete and submit the required forms located at <http://www.ncpublicschools.org/recruitment/scholarships/byrd/> on or before **September 30, 2009**. Please follow the below indicated steps for continued funding:

1. Locate the Robert C. Byrd Honors Scholarship information located on the scholarships website at <http://www.ncpublicschools.org/recruitment/scholarships/byrd/>;
2. Link to the **required 2009-2010 Continuation Paperwork**;
3. Download the **forms** and complete all information with **all** required signatures;
4. Attach an official copy of your 2008-2009 transcript to the completed paperwork; and,
5. Mail to:

Robert C. Byrd Honors Scholarship (Continuation/Graduation)
North Carolina Department of Public Instruction
6330 Mail Service Center
Raleigh, NC 27699-6330

If Using a Mail Tracking Service:
Robert C. Byrd Honors Scholarship
North Carolina Department of Public Instruction
301 N. Wilmington Street
Raleigh, NC 27601

When your completed continuation forms and an official transcript are received and updated in our office, a request for payment will be made to the Accounts Payable Section at the Department of Public Instruction. We will request that the total amount for two semesters, \$1,500.00, be sent in one check. **ALL** documents and forms must be totally completed and received before checks will be requested. All completed paperwork is due on or before **September 30, 2009**. The complete instructions for administering the Byrd Scholarship are located on the web at the url listed above. **If you are a continuation scholar who did not complete the required paperwork for the current or past year(s) and did not receive the scholarship funding, you are no longer eligible to receive those prior funds. You will only be eligible for funding for the 09-10 year provided you complete the paperwork and meet other requirements as associated with this scholarship.**

Graduation in 2008-2009 (December 2008, May 2009 or Summer 2009)

In order to track your college history and complete your funding record for the Robert C. Byrd Honors Scholarship, you must complete the 2008-2009 Byrd Graduation Form that is located at the site, <http://www.ncpublicschools.org/recruitment/scholarships/byrd/> under the Byrd information. Please attach an official copy of your final transcript and mail to the address listed above.

If you have questions concerning your scholarship, please contact us at scholars@dpi.state.nc.us.

DIVISION OF TALENT MANAGEMENT AND DEVELOPMENT

6330 Mail Service Center, Raleigh, North Carolina 27699-6330 | (919) 807-3372 | Fax (919) 807-3362
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