



Texas Higher Education  
Coordinating Board

# Top 10 Percent Scholarship

## Instructions for High School Counselors

### General Process

High school counselors will identify students who rank in the top 10 percent of their class at the end of their sixth or seventh semester and submit the students' information in a secure file to the Coordinating Board (CB) by January 31, 2009. Upon receipt of this file, the CB will send a postcard announcement to each student, and a separate notice containing scholarship eligibility requirements and deadlines to the parents or guardians. Only students who graduate in the top 10 percent and who meet all of the eligibility requirements are eligible for this scholarship.

Follow the Steps below to create a file and submit to the CB using a secure transmission.

### STEP 1 -Create File:

Click on <https://www1.theccb.state.tx.us/apps/Top10Notify/Top10Sample.xls> to download the file template. Enter all of the requested information for your students whom you have identified as ranking in the top 10 percent of their class at the end of their sixth or seventh semester. Be sure that your file is complete. Save the file as either Excel 2003 or as a Tab-delimited ASCII text file. *Date of Birth* field must be entered as mm/dd/yyyy.

### STEP 2 –Access Top 10 Percent website:

In your internet browser, type the URL for the Top 10 Percent website or click on the link: <https://www1.theccb.state.tx.us/apps/Top10Notify/>. You will be directed to the Top 10% Notification System login screen.

Create your user name and password:

- User Name: Enter your TEA 9-digit county-district-school code (be sure to enter leading zeros)
- Password: Enter the same 9-digit county-district-school code, plus "TOP10". (EX: 999999999TOP10).
- Click *Login* to access the Top 10% Notification System file upload screen.

### STEP 3 – Upload File to CB:

- Attach your file using the *Browse* button.
- Enter the contact person's name, phone number, email address.
- Click *Upload File* to submit your file to the CB.
- If errors are present, system will display a message containing a list of specific errors.
- You will need to correct these errors and click *try again* to re-submit your file.
- If no errors are present, system will display message, "**File Processed (X Record(s) Processed)**".
- Be sure that the number of records processed matches the number of records you had in your spreadsheet.
- Click *Logout* to exit the system.

Note: once a file has been uploaded for your school, any additional files that you upload will OVERWRITE (not append) the previous file. To submit a file of additional students, you must submit a new file which contains ALL of your eligible students, and not just the additional students.

### Technical Support:

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