

## Spring 2025 Payment Request (Fall 2024 Gradebook)

Hello S.A.L.E Scholars!

Below are the details on how to submit your Fall 2024 Gradebook to request payment for your Spring 2025 semester. **Please follow instructions exactly for your gradebook to be properly processed!**

### 1. Gradebooks - **due by January 31<sup>st</sup>**

Gradebooks **must** be submitted on your Kaleidoscope portal. Please see instructions below if you're a continuing scholar or a new first semester scholar.

#### i. First Semester Scholars:

- a. Log into your Kaleidoscope account following this link:  
<https://apply.mykaleidoscope.com/login>
- b. On the top portion of the screen select Gradebook.
- c. Select "Add a New Gradebook" and for "Select Account" choose "San Antonio Livestock Exposition, Inc."
- d. Fill out **all** the questions:
  - Expected Graduation Date: If you do not know the exact day, just put a guesstimate. Make sure you at least have the right year on your guesstimate for graduation from your college/university.
  - Student ID: Your school ID where you are currently attending.
  - Credit Attempted: Enter a zero (0) since you have not completed classes yet.
  - Credit Earned: Enter a zero (0) since you have not completed classes yet.
  - Cumulative GPA: Enter a zero (0) since you do not have a college GPA yet.
  - Semester GPA: Enter a zero (0) since you do not have a college GPA yet.
  - Major: The major you are studying.
  - Notes: Tell us anything you would like us to know
  - Semester: Semester most recently completed (select **Fall** even though you have not completed a semester yet).
  - School Year: Year of semester most recently completed (select **2024** even though a semester has not been completed yet).
  - Gradebook Document: Please upload your upcoming **Spring 2025** school schedule. **Make sure we can see the credit hours of each class and what school you are attending.**

- Transcript Upload: You do not need to upload anything here this first semester since you have not taken college courses.
- \*If you have not set-up your Kaleidoscope portal, please reach out to me at [scholar@sarodeo.com](mailto:scholar@sarodeo.com) for instructions.

**ii. Continuing Scholars:**

- a. Log into your Kaleidoscope account.
- b. On the top portion of the page select Gradebook.
- c. Select “Add a New Gradebook” and for “Select Account” choose “San Antonio Livestock Exposition, Inc.”
- d. Fill out all the questions.
  - Expected Graduation Date: If you do not know the exact day, just put a guesstimate. Make sure you at least have the right year on your guesstimate for graduation from your college/university.
  - Student ID: Your school ID where you are currently attending.
  - Credit Attempted: The number of hours you attempted to complete in your most recently completed semester (**Fall 2024**) for which you requested payment.
  - Credit Earned: The number of hours you completed in your most recently completed semester (**Fall 2024**) for which you requested payment.
  - Cumulative GPA: Your overall GPA.
  - Semester GPA: Your GPA for your most recently completed semester (**Fall 2024**) for which you requested payment. For example, if your latest request for payment was a Summer Session, please provide that GPA. If it was Spring, supply that GPA.
  - Major: The major you are studying.
  - Notes: Tell us anything you would like us to know.
  - Semester: Semester most recently completed (Please respond as **Fall**, even if you completed a summer session).
  - School Year: Year of semester most recently completed (**2024**).
  - Gradebook Document: Please upload your upcoming **Spring 2025** school schedule. **Make sure we can see the credit hours of each class and what school you are attending.**
  - Transcript Upload: Please upload your transcript. Make sure it has your grades from your most recently completed **Fall 2024** grades. **Please make sure it shows the credits earned and semester GPA.**

Once we have verified your gradebook you will be able to see that it is Verified. That means that a payment will be sent to your school soon. If you have any questions, please let me know.

**2. Internships, Study Abroad and Hold Requests**

As a reminder, all internships, study abroad trips and hold requests need to be approved in advance. Email [scholar@sarodeo.com](mailto:scholar@sarodeo.com) to receive approval on request to hold scholarship.

**3. Transfer Requests – *Due December 30<sup>th</sup>***

Please have your transfer requests for Spring 2025 submitted by December 30<sup>th</sup> so we send your disbursement to the correct school. Email [scholar@sarodeo.com](mailto:scholar@sarodeo.com) with school transfer information.

**4. Fall Double Payment Requests – *Due December 30<sup>th</sup>***

If you are graduating early and need to request a double payment for the upcoming Spring Semester, the request must be submitted by December 30<sup>th</sup>. No double payments will be processed after this date. Email [scholar@sarodeo.com](mailto:scholar@sarodeo.com) to receive approval.

Please feel free to reach out to me with any questions by calling 210-228-4872 or by email at [scholar@sarodeo.com](mailto:scholar@sarodeo.com).