

# steps to sign-up SUCCESS

**Key tips:**

**2 Ways to Start a College Bound Application:** Upload all eligible students to the Portal or have them complete an online application.

**Work with your WCAN College Bound Regional Officer.** We are here to help.  
[www.wcan.org/about/contact-us](http://www.wcan.org/about/contact-us)

**Don't do this work alone.** Enlist a school-based team to help.

**Good to know:**

WSAC will send Batch Missing Information Letters (MIL) to the schools in November, February and May. They will send MILs to student home addresses in December and May. For more info

email: [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov)

website: [collegebound.wa.gov](http://collegebound.wa.gov)

call: 888-535-0747, option 1

Focus on 8th grade sign-ups

- Focus on 8th grade sign-ups and application completion. The deadline to apply is June 30th of a student's 8th grade year.
- Login to the Portal and compare sign-up and eligibility lists. Make sure you're on track for your sign-up goals.
- Complete another portal upload to catch any newly eligible students.

- Check for inaccuracies (duplicates, students no longer at your school, etc) on your school's Portal list and email the info to WSAC.
- Upload a final list of eligible students (using your FRPL list) for 7th graders before June 30th.

**Sample Activity:** Login into the Portal, identify incomplete apps, print MILs and make calls home.

Spotlight CBS

- Complete another portal upload to catch any newly eligible students.
- Spotlight CBS info via emails home or your school's newsletter.

- Check progress towards your 7th and 8th grade sign-up goals.

**Sample Activity:** Incorporate CBS information into any college or career presentations.

Develop your goals,  
Plan your activities

- Develop 7th & 8th grade sign-up goals with school leadership and CBS team.
- Plan at least 2-3 sign-up activities with your CBS team for the school year.
- Have access to the CBS Portal? If not, email [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov).

- Upload eligible students (FRPL list) to the Portal beginning in October.
- Order FREE CBS materials [here](http://www.surveygizmo.com/s3/2184117/CBS-Order-Form):  
[www.surveygizmo.com/s3/2184117/CBS-Order-Form](http://www.surveygizmo.com/s3/2184117/CBS-Order-Form)
- Distribute Missing Information Letter(s) (MIL) including cover letter and CBS info to students.
- Provide CBS info on school webpage and social media.

**Sample Activity:** Do sign-ups during student conferences

SPRING

WINTER

FALL