

Steps for College Bound Scholarship Sign-ups

7th and 8th Grade

1 Develop Your Goals, Plan Your Activities

- Have access to the College Bound Portal? If not, email collegebound@wsac.wa.gov.
- Don't do this work alone. Enlist a school-based support team to help. Then, develop 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 and provide CBS info on school webpage and social media.
- Order free materials at the College Bound Counselor resources page: readysetgrad.wa.gov/college/CBS-Resources.
- Identify eligible students using your FRPL list and other indicators of income eligibility.
- Best practice: Upload all eligible students to the portal. Need help with the upload process? Enlist a data-mining expert from your school or district.
- Distribute to students their Missing Information Letter (MIL) along with a cover letter to families or CBS informational flyer. It's available to download free at: readysetgrad.wa.gov/college/CBS-Resources.



2 Spotlight the College Bound Scholarship

- Spotlight CBS info via emails home, your school's newsletter or website, or other parent engagement opportunities. Best practice: Incorporate CBS information into any college or career presentations.
- Check your College Bound Portal to see progress towards your College Bound Scholarship sign-up goals.
- Complete another portal upload to catch any newly eligible students. Just a few newly eligible students? Enter student information into the portal one at a time using the online College Bound Scholarship application. Just click to apply at collegebound.wa.gov.
- Remember: Although a student's College Bound application may be started online, the MIL (signature page) must be printed and returned in order to be considered complete.
- Check out this crowd-sourced list of activities implemented by school staff across the state that incorporate sign-ups into current career and college programming: wcan.org/wp-content/uploads/middle-school-list-of-sample-activities.pdf.



3 Last Push: Focus on Remaining Sign-ups

- Best practice: Login to the College Bound Portal, compare sign-up and eligibility lists, identify incomplete apps, print Missing Information Letters, and make calls home.
- In your portal account, check for inaccuracies (duplicates, students no longer at your school, etc.) on your school's portal list and email the info to WSAC's College Bound office using the secure message feature.
- Focus on 8th grade sign-ups and application completion.
- Complete a third portal upload to catch any newly eligible students.
- Remember: The MIL (signature page) must have these three things in order to be considered complete:
 1. Student signature
 2. Parent/guardian signature
 3. Checkmark in one of the boxes indicating income eligibility
- Best Practice: Collect and scan Missing Information Letters (signature pages). Use the Secure Message feature in your College Bound Portal to return completed MILs to the College Bound office in Olympia.



A few key tips:

Several times a year, WSAC will send batches of Missing Information Letters to schools and to student home addresses. Best practice for 7th & 8th grade: Upload 3 times a year to update student enrollment and contact information in the College Bound Portal.

You can always work with your WCAN College Bound Regional Officer. We're here to help. Find your regional officer at wcan.org/contact.

For more info, email: collegebound@wsac.wa.gov • website: collegebound.wa.gov • call: (888) 535-0747, option 1