

Steps for College Bound Scholarship Sign-ups

9th Grade

1 Develop Your Goals, Plan Your Activities

- Have access to the CBS 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: readyssetgrad.wa.gov/college/CBS-Resources.
- Keep an eye out for College Bound application Missing Information Letters (MILs) from WSAC's College Bound Scholarship office.
- Only students who are newly eligible for College Bound in their 9th grade year and who were NOT eligible in 7th or 8th grade will have a MIL (signature page) to complete.
- Distribute to students their Missing Information Letter along with a cover letter to families or CBS informational flyer. It's available to download free at readyssetgrad.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.
- Plan a College Bound Scholarship Repledge event to review the opportunity and the commitment. Invite newly eligible 9th graders and students who signed up for College Bound in 7th or 8th grade.
- Need Repledge help? Check out our website for Repledge materials and toolkit at wcan.org/collegebound-repledge.
- 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, 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.) in your school's high school toolbox and email the info to WSAC's College Bound office using the secure message feature.
- 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 9th grade: Update student contact information in the College Bound Portal using the edit function in a student's record.

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