



2020-21

Counselor Signature Form
Frequently Asked Questions



The College Bound Scholarship was established by the Washington State Legislature in 2007, and is administered by the Washington Student Achievement Council.

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1. What is the purpose of the Counselor Signature Form?

Beginning with the 2018-19 academic year, a counselor or administrator may sign this form to complete a student's College Bound Scholarship application in the event that a parent/guardian is unreachable after multiple attempts.

2. Who can fill out the form?

Any staff person who is responsible for College Bound sign-up completion may complete the form. This includes counselors, administrators, success coaches, and any other school staff member assisting in this process.

3. When can I use the Counselor Signature Form?

When you have not been able to reach the parent/guardian to complete the student's application. The form is to be used as a last resort to ensure eligible students are able to access the College Bound Scholarship.

4. Where can I find the Counselor Signature Form?

The Counselor/Administrator Signature Form can be found online at <https://readyssetgrad.wa.gov/college/CBS-Resources>.

5. What is considered a complete form?

A completed form provides:

- Student information.
- Counselor contact information.
- Documentation of all contact attempts, with outcomes noted.
- Eligibility option marked.
- Missing Information Letter (MIL) with student signature.

The form should then be initialed and signed.

6. What counts as a contact attempt?

Contacts made directly from the school to the student's parents or guardians by mail, email, or fax. Mass mailings, emails or robocalls from the school can count as long as they are specifically about completing the College Bound Scholarship application. Mailings to the student's home from the Washington Student Achievement Council do not count as a contact attempt.

7. How many contact attempts are required?

At least one attempt at each available contact type (phone call, email, or mail). If there is only one contact type available, you must make multiple attempts using the single contact type.

8. What does “a reasonable amount of time” mean?

Application Start Date	Contacts Start	Time Between Contacts
September – December	After January 1 st	1 Month
January – April	After April 1 st	1 Month
May – June	After May 1 st	2 Weeks

Applications started near or at the deadline of June 30th may have closer contact attempts and will be reviewed on a case by case basis.

Submit forms at least two weeks after the last contact attempt.

9. Where can I find when the student’s College Bound application was started?

This can be found in the portal in the student’s information. It is listed at the bottom of the screen under the demographic information.

10. Should I wait until end of the year to submit the form?

No. We recommend submitting the form as soon as it is complete. Waiting until the last few weeks of the school year may become an issue if the form is incomplete or requires additional information. In order to meet application deadline, please try to submit the form with at least two weeks before the end of the school year.

11. Can I use this form to sign for the parent/guardian if they give me permission?

No. This form is only to be used if the parent/guardian is unreachable after multiple attempts. Please do not ask parents for permission to complete the form. If you are able to correspond with them regarding their eligibility, the goal should be that they complete the College Bound application.

12. How do I submit the form?

The form can be submitted to the College Bound Scholarship office via the secure portal, fax, or mailed to our office. You can find this information on the form instructions.

13. Can I use the Counselor Signature Form if the student may not be eligible, or the parent/guardian has indicated they are not interested or not eligible?

No, this form is to be used for eligible students who would otherwise miss out on the opportunity to complete the application because their parent/guardian is unreachable. If the parent/guardian or student has indicated they are not interested or not eligible this form should not be used.

14. Who can I contact if I have questions about the Counselor Form or process?

For any questions about the form or process, please contact the College Bound Scholarship program office at 888-535-0747, option 1 or collegebound@wsac.wa.gov.

COVID-19 School Closure Exceptions

15. Is there a deadline extension for 8th and 9th grade students due to the COVID-19 school closures?

Yes, a special deadline exception will be made for students required to sign a pledge to establish eligibility during 8th or 9th grade in the 2019-20 school year. This is due to the statewide school closure that was ordered under the state of emergency declared in response to the coronavirus pandemic. For these students only, the deadline to complete an application will be extended until November 30, 2020 and is for the class of 2024 and the class of 2023 if the student was eligible to sign-up in 9th grade.

16. Which deadline is the right one?

The deadline for the student will be indicated on the Missing Information Letter (MIL). Please refer to the chart below for the appropriate application deadline by class.

Class Of:	Application Deadline	New/Existing Application
2023 (10th graders)	11/30/2020	Existing app from limited 9 th grade sign-up.
2024 (9th graders)	11/30/2020	Existing app from middle school.
2024	8/31/2021	New app as a 9 th grade from limited sign-up, available in late October
2025	8/31/2021	New or existing
2026	8/31/2022	New this year

17. What happens if I started a Counselor Signature Form for a student in 8th or 9th Grade in the 2019-2020 academic year who is now in high school?

The Counselor Signature Form can follow the student to their next school to be completed by the deadline exception of November 30th, 2020.

18. Do the MILs that were sent directly to student from the College Bound office count as a contact attempt for the Counselor Signature Form?

Yes, the batches sent in April, June, and October of 2020 can be considered as contact attempts. These approved to be counted specifically for this academic year of 2019-20, and the school closures. Please refer to the contact attempts on question 6.