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

2019-20
Counselor Signature Form
Frequently Asked Questions
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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://readysetgrad.wa.gov/college/CBS-Resources](https://readysetgrad.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. **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.
7. What does “a reasonable amount of time” mean?

<table>
<thead>
<tr>
<th>Application Start Date</th>
<th>Contacts Start</th>
<th>Time Between Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>September – December</td>
<td>After January 1st</td>
<td>1 Month</td>
</tr>
<tr>
<td>January – April</td>
<td>After April 1st</td>
<td>1 Month</td>
</tr>
<tr>
<td>May – June</td>
<td>After May 1st</td>
<td>2 Weeks</td>
</tr>
</tbody>
</table>

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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.
13. 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.