Agenda

1. Introduction
2. Basics
3. Instructions
4. Contact Timeline
5. Resources
Introduction

Who are we?

Rashel Wise, Program Specialist

Yokiko Hayashi-Saguil, Program Associate
Beginning in 2018, in the event that a parent or guardian is unreachable after multiple attempts to complete and submit the College Bound Scholarship application a counselor may submit this form to complete a student’s application.
The Counselor Signature Form

Form can be used by any staff person who is assisting in College Bound application completion.

Forms must be completed and provide documentation of contact attempts and outcomes.

Must include student signed Missing Information Letter (MIL).

The form and other resources can be found on College Bound website.
Counselor Signature Form Instructions

- Complete all fields on the form.

- Provide documentation of all contact attempts and outcomes. There should be at least one attempt through each available contact type, or multiple attempts at the same on if it is the only one available.

- Parents/guardians must be given a reasonable amount of time to respond to contacts.

- Include the student signed MIL.

- School staff person completing the form must initial and sign.
# A Reasonable Amount of Time

<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 1(^{st})</td>
<td>1 Month</td>
</tr>
<tr>
<td>January – April</td>
<td>After April 1(^{st})</td>
<td>1 Month</td>
</tr>
<tr>
<td>May – June</td>
<td>After May 1(^{st})</td>
<td>2 Weeks</td>
</tr>
</tbody>
</table>
## The Counselor Signature Form

### 2020-2021 College Bound Scholarship Counselor/Administrator Form

<table>
<thead>
<tr>
<th>Student and Counselor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>CRS Application Start Date</td>
</tr>
<tr>
<td>Counselor Name</td>
</tr>
<tr>
<td>Counselor School</td>
</tr>
<tr>
<td>Counselor Phone Number</td>
</tr>
<tr>
<td>Include sire code</td>
</tr>
<tr>
<td>Counselor Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documentation of parent/guardian contact attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Phone Number</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Mailing Address</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Counselor/Administrator Signature Form
Include contact attempts
Counselor Signature Form

Eligibility Requirements

Select one option below (required)

To the best of my knowledge, this student meets one of the following eligibility requirements:

- [ ] During 7th or 8th grade, household income from all sources (taxable and non-taxable) is less than or equal to the amounts in the adjacent chart.
- [ ] Student is currently in foster care or a dependent of the state.
- [ ] Student's family receives SNAP/Basic Food Assistance or TAFAP benefits.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Household Income Category</th>
<th>Household Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$31,914</td>
<td>$6,674</td>
</tr>
<tr>
<td>3</td>
<td>$40,182</td>
<td>$7,593</td>
</tr>
<tr>
<td>4</td>
<td>$48,470</td>
<td>$8,500</td>
</tr>
<tr>
<td>5</td>
<td>$56,758</td>
<td>$9,402</td>
</tr>
<tr>
<td>6</td>
<td>$65,046</td>
<td>$10,291</td>
</tr>
</tbody>
</table>

*Add $8,000 for each additional household member.

The family has NOT informed me that they are ineligible or are underenrolled in the scholarship.

Initial

I have attached the MFL with student signatures.

Initial

I certify that I have made all necessary attempts to contact the student’s parent/guardian and received no response to complete the student’s application.

Counselor Signature

Date

Official Use Only

- [ ] Student Signed MFL
- [ ] Documented multiple attempts
- [ ] Eligibility docs checked
- [ ] Date application was started
- [ ] Counselor initials and signature

Counselor/Administrator Signature Form
Counselor Signature Form

Indicate eligibility

Initial and sign
**Counselor Signature Form**

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**DEADLINE - August 31, 2022**

You must **complete**, **sign** and **return** this form to finish your application.

**REQUIRED: CHECK ONE BOX BELOW**

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Annual Income Guidelines</th>
<th>Monthly Income</th>
<th>Weekly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$6,000</td>
<td>$500</td>
<td>$71</td>
</tr>
<tr>
<td>2</td>
<td>$9,000</td>
<td>$750</td>
<td>$107</td>
</tr>
<tr>
<td>3</td>
<td>$12,000</td>
<td>$1,000</td>
<td>$143</td>
</tr>
<tr>
<td>4</td>
<td>$15,000</td>
<td>$1,250</td>
<td>$178</td>
</tr>
<tr>
<td>5</td>
<td>$18,000</td>
<td>$1,500</td>
<td>$223</td>
</tr>
<tr>
<td>6</td>
<td>$21,000</td>
<td>$1,750</td>
<td>$268</td>
</tr>
<tr>
<td>7</td>
<td>$24,000</td>
<td>$2,000</td>
<td>$291</td>
</tr>
<tr>
<td>8</td>
<td>$27,000</td>
<td>$2,250</td>
<td>$321</td>
</tr>
</tbody>
</table>

*Each additional household member: Add $8,268.*

**STUDENT INFORMATION**

Social Security Number (optional): 

The Washington Student Achievement Council is required by law to keep this number secure.

Email Address: 

Cell Phone: 

**PARENT/GUARDIAN INFORMATION**

Email Address: 

Phone Number: (609) 753-7919

Highest education level completed by parent/guardian: 

- Less than a high school diploma
- High school diploma/SAT/GED
- Bachelor's degree
- Master's degree

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**PARKER, PETER**

- Social Security Number: 000-00-0000
- Application Code: 00012345
- District: Tumwater School District
- Mailing Address: 123 Main St, Tumwater, WA 98501

- Date of Birth: 01/01/2001
- Gender: Male
- Ethnicity: White
- Language Spoken: English

- Current School: Washington Middle School
- Grade: 8th
- GPA: 3.5

- Currently: Attending UW

- Future Plans: Medicine

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**PARKER, COURTNEY**

- Relationship to Peter: Parent
- Address: 123 Main St, Tumwater, WA 98501
- Email: peterscourtney@gmail.com

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The Washington Student Achievement Council is required by law to keep this number secure.
Counselor Signature Form

Requirement to Share Information
I authorize the Washington Student Achievement Council (WSAC) to receive and share my student's application and admission-related information with other persons or agencies for the purpose of evaluating College Ready Scholarship (CRS) eligibility. My student's information may also be used to provide CRS assistance and academic support, and determine CRS eligibility. These persons could include the Office of Superintendent of Public Instruction, my student's school district, and counselors/teachers that participate in CRS.

Name: Parker, Peter

Electronic Signature

Signature Date

Electronic Signature

Parent/Guardian Signature

Parent/Guardian Date
Where can you find the Counselor Signature Form?

The form is posted online on the College Bound website in the “Resources For Counselors” page.
Counselor Signature Form Resources

- FAQ’s
- Sample Form
- College Bound Office
Questions?
Contact Us

Email

• Collegebound@wsac.wa.gov

Call

• 888-535-0747, Option 1
Thank You!