

College Bound High School Practitioner Checklist

School Year: 2024–2025

School:

Understand College Bound

- Explore [WSAC College Bound Website](#)
- Review [FAQs for School Staff and College Access Professionals](#)
- Review [FAQs for Students and Families](#)
- Watch the most recent CSF [CB Webinar Series](#) and WSAC [College Bound Updates Webinar](#)

Responsibilities of Schools

- Have families fill out the [CNEEB application for your district](#) to ensure eligible students are enrolled in College Bound before completing 9th grade
- Request Access to the [WSAC College Bound Portal](#)
 - Email collegebound@wsac.wa.gov with your name, title, school, district and office phone number
- Update student contact information in the College Bound Portal on a monthly basis
 - Follow Bulk Update steps in the [Video Walkthrough](#)
 - Review [FAQs for Portal Users](#)
- Use [WSAC Website Template](#) to update College Bound information on your school site
- Sign up for [WSAC Newsletter](#) to stay up to date on College Bound
- Understand Washington state law ([SB5243](#)) that mandates that students receive information about College Bound as a part of their High School and Beyond Plan

Promote College Bound

Marketing

- Order [FREE College Bound promotional materials](#)
- Mail/Email the [WSAC Student Confirmation Letter](#) to enrolled students and families
 - Available in [English](#), [Russian](#), [Somali](#), [Spanish](#), and [Vietnamese](#)
- Present the College Bound Video Series to students and families (available in [English](#) and [Spanish](#)) and use the video student learning outcomes & discussion questions (available in [English](#) and [Spanish](#))
- Utilize High School Intro Flyers in 13 languages:
 - [English](#), [Arabic](#), [Chinese](#), [Dari/Farsi](#), [Korean](#), [Marshallese](#), [Pashto](#), [Punjabi](#), [Russian](#), [Somali](#), [Spanish](#), [Ukrainian](#), & [Vietnamese](#)

Host College Bound Sessions

- In the Classroom
 - Utilize [Create Your Future with College Bound](#) materials
- Student & Family Nights
 - Reference the Student and Family Presentation (available in [English](#) and [Spanish](#))

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Recruit a College Bound Team

Build a Team

- Recruit Counselors, Principals, Teachers, Family Engagement Coordinators, School Social Workers, Data Administrators, etc. to create a network of support at your site
- Have each member review the “Understanding College Bound” section of this checklist

Strategize

- Meet a few times a year to delegate roles
- Create a support plan for the College Bound students at your school site

Expand Portal Access

- Have each member request access to the [WSAC College Bound Portal](#)
 - Email collegebound@wsac.wa.gov with your name, title, school, district and office phone number

Connect with your College Bound Regional Officer (CBRO)

- [Identify your designated CBRO](#) and reach out via email to set up an introductory meeting
- Determine which CBRO service offering best fits your site needs:
 - Staff training, portal navigation, students and family event support, student-facing presentations, etc.
- [Sign up for your CBRO’s newsletter](#)

Prepare Students to be College Bound

College & Career Exploration

- Utilize [Create Your Future with College Bound](#) materials in the classroom with students
 - [Worksheets for Students](#)
 - [Educator Notes](#)
- Use [College and Career Knowledge Booklets](#)
 - [Lesson Plans and Educator Notes](#)

Financial Aid

- Utilize the Access to College Bound handout
 - Available in [English](#), [Arabic](#), [Chinese](#), [Dari/Farsi](#), [Korean](#), [Marshallese](#), [Pashto](#), [Punjabi](#), [Russian](#), [Somali](#), [Spanish](#), [Ukrainian](#), and [Vietnamese](#).
- Understand [maximum award amounts for College Bound](#) (combines with WCG)
- Have students sign up for [Otterbot Texting Service](#) for financial aid and college planning support
- Email FAFSA@wsac.wa.gov for access to the FAFSA Completion Portal