

# College Bound High School Practitioner Checklist

School Year:

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 9<sup>th</sup> grade
- Request Access to the [WSAC College Bound Portal](#)
  - Email [collegebound@wsac.wa.gov](mailto: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](mailto: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](mailto:FAFSA@wsac.wa.gov) for access to the FAFSA Completion Portal