



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

March 17, 2017

(X) Action Required

Due date: April 28, 2017

(X) Informational

BULLETIN NO. 007-17 SPECIAL PROGRAMS & FEDERAL ACCOUNTABILITY

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
High School Principals
High School Counselors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Washington State Honors Award Nominations

CONTACT: Tony May, Program Specialist II
360-725-6231; tony.may@k12.wa.us

PURPOSE/BACKGROUND

This bulletin provides instructions and materials to assist high schools in submitting nominations and identifying students who may qualify for a 2016–17 Washington State Honors Award from the Office of Superintendent of Public Instruction (OSPI). The process has been streamlined and has changed from previous years in order to extend the nominating window and to reduce the workload at the school level.

The Washington State Honors Award Program was established to promote academic achievement among high school students enrolled in public and approved private schools by recognizing outstanding achievement of graduating seniors.

The top ten percent of Washington’s eligible graduating seniors will receive a Washington State Honors Award. The selection of eligible students is determined by an index score that gives equal weight to the high school grade point average (GPA) and the College Board’s Scholastic Aptitude Test (SAT) or American College Test (ACT) scores. To receive an award, a student must also have completed at least 75 percent of the credits required for graduation and be enrolled in at least three academic core subjects in grade 12.

PROCESS

The Washington State Honors Award nomination application is located on the Education Data System (EDS) and will be completed online. A list of nominated students will be available after logging on to the secure website. **Not all schools will have nominated students.** Please refer to Attachment A: *Honors Award Nomination Instructions* for the steps to validate nominated students and to nominate additional students. Schools will need to take action for students to be officially nominated.

High school counselors are invited to **nominate additional students** for a Washington State Honors Award. The online nomination process provides the ability to nominate qualified students not appearing on the nomination list. Students who are enrolled in Running Start courses are also considered for this award. Eligible Running Start students should also be included on the high school list of nominations. The minimum SAT/ACT test scores and overall GPA scores for a student to be nominated for an Honors Award are provided in Attachment C: *Nominee Eligibility Table*.

Use Attachment B: *Honors Award Checklist* to verify that all steps necessary to complete the Honors Award nominations have been completed. **The nominating process MUST be completed no later than April 28.** Transcripts and test scores need to be retained on file at your school for one year.

Thank you for your assistance with this nomination process. OSPI will send the Honors Award certificates for those students who are 2016–17 Washington State Honors Award recipients to their high schools before May 19.

INFORMATION AND ASSISTANCE

For questions regarding the nomination process, contact Tony May at 360-725-6231 or email tony.may@k12.wa.us. If you have questions about accessing the Honors Award nomination site, contact your District Data Security Manager. If you are unsure who this is, visit <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx?Printable=true>. If employed by a private school and need assistance accessing the site, please contact OSPI's Customer Support Center at 1-800-725-4311, or email customersupport@k12.wa.us. The agency TTY number is 360-664-3631.

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This bulletin is also available on the OSPI website at

<http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

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Deputy Superintendent

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Attachment A: Honors Award Nomination Instructions

Attachment B: Honors Award Checklist

Attachment C: Nominee Eligibility Table

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