

## HONORS AWARD CHECKLIST

Use this checklist to verify that you have finished all steps necessary to complete the Honors Award nominations. Do not return this form to OSPI.

### NOMINATED STUDENTS

- View the list of nominated students online.
- Verify that all students are currently enrolled in your school.
- Verify that each student has completed at least 75 percent of the credits required for graduation and is enrolled in at least three academic core subjects in grade 12 (unless in Running Start).

### ADDITIONAL NOMINATIONS

- Enter name, birth date, etc., for each eligible student who is **NOT** already listed on the nomination list in **Step 1**.
- Verify and enter the highest SAT/ACT and the current GPA for **EVERY** nomination. The SAT (Math, Critical Reading, and Writing for tests taken prior to February 1, 2016 or Math and Evidence-Based Reading & Writing for those taken after that date.) or ACT test scores must be from the same sitting and taken between September 1, 2014, and January 31, 2018.
- Verify that each student has completed at least 75 percent of the credits required for graduation and is enrolled in at least three academic core subjects in grade 12 (unless in Running Start).

### FINALIZING NOMINATIONS

- GPAs entered into EDS must match the GPA on the transcripts you retain for your records.
- Ensure your building principal has approved and verified your nominations. Retain documentation for your records.
- Retain a list of **ALL** nominated students for your records.
- Retain documentation of SAT or ACT test score reports for **ALL** students on the supplemental nomination list.

**THIS DOCUMENTATION MUST BE RETAINED BY YOUR SCHOOL FOR AT LEAST ONE YEAR.**

For questions or assistance, contact:

Tony May  
360-725-6231

[tony.may@k12.wa.us](mailto:tony.may@k12.wa.us)