

September 27, 2022, College Bound Webinar Questions & Answers

Auto-Enrollment

- 1. When will new students start being auto-enrolled?**
 - Auto-enrollment data will start flowing from OSPI to WSAC in November every year. Newly eligible students will then be added monthly throughout the school year.
- 2. Do students need to be enrolled in a Washington State school in 7th AND 8th grade, or 7th OR 8th grade in order to be auto-enrolled?**
 - It is one or the other.
- 3. How are students being auto-enrolled if their family is not enrolled in any public assistance programs and has not confirmed their income on free and reduced lunch program signups?**
 - If they are not enrolled in programs such as SNAP, TANF, or noted as homeless youth, migrant students, or they don't complete the FRPL application then their eligibility cannot be confirmed by the school or district. That is why it is important for them to complete a family income survey. Informing families about how this reporting can be beneficial for their students, especially for the auto-enrollment process, can encourage them to sign up. At some point, students and their families need to provide income eligibility to participate in the auto-enrollment process. Here are some [resources](#) from OSPI on how families can apply for FRPL eligibility based on financial circumstances.
- 4. If a district and/or school participates in the Community Eligibility Provision (CEP) and Provision 2 program, is the family income survey given to individual students, or is the survey given to a sample of students?**
 - It is given to every individual student. CEP and Provision 2 schools are still required to report their eligibility, using forms like the family income survey, to OSPI so students can access certain state and federal services. The reason CEP schools are part of this program is that they have shown to have a large FRPL-eligible population within the district. We encourage families to fill out the family income survey even if they are not income eligible.

General

- 1. How are schools notified when students in the CBS program transfer to a new school?**
 - District reporting where students are enrolled is important. If a student transfers to a different school, then the CEDARS administrator or the Registrar at the new school should be working to report that student's updated enrollment information to OSPI. WSAC receives weekly demographic file updates from OSPI (school enrollment, GPA, etc.) and a student's most up-to-date information is reflected in the CBS portal.

If you are not seeing a student who should be enrolled in College Bound, please contact your district's CEDARS administrator first. You can also contact us at collegebound@wsac.wa.gov with any questions.

2. What do we do for students on our list that have moved out of our district or withdrawn from our school?

- WSAC cannot override OSPI data, but when OSPI gets the information that the student is no longer at your school, by their new school reporting their enrollment to OSPI, they will be transferred to the correct school in the WSAC portal.

If a student moves out of state, OSPI will not receive their new enrollment data, but they should come off your list once OSPI has information about them no longer being enrolled at your school. If a student becomes homeschooled, the student will remain on your list until your school reports them as no longer being enrolled.

Students being on the incorrect school list does not affect the scholarship.

Materials & Resources

1. How do I order College Bound swag and materials and when will I receive them?

- You can order CBS materials [here](#) and it will take 2-3 weeks to receive them.

2. How do I order 12th Year Campaign materials, including College Knowledge workbooks?

- 12th Year Campaign materials can be ordered [here](#) and it will take 2-3 weeks to receive them.

3. How do students register for the financial aid completion events?

- Students can choose a specific event and register [here](#).

4. What resources are available to share with students about College Bound?

- Many of our resources can be found on collegebound.wa.gov, including our middle and high school intro flyers. The intro flyer is a one-page printable PDF, which walks students and families through the scholarship basics. It is available in English, Arabic, Chinese, Dari/Farsi, Korean, Marshallese, Pashto, Punjabi, Russian, Somali, Spanish, Ukrainian, and Vietnamese. We have a student and family College Bound presentation you can use, which is available in [English](#) and [Spanish](#).

You can also download a [template](#) with College Bound information for middle school students. Add your school logo, events, and contact information to customize and share on your school website.

5. **How should high school counselors communicate with individual students about the College Bound Scholarship?**
 - It is up to school counselors how they want to communicate with their students. Many counselors reach out in person, by phone and/or by email. The College Success Foundation (CSF)/Washington College Access Network (WCAN) reaches out to counselors in various ways to support these efforts. CSF/WCAN is a key partner in supporting College Bound outreach and regional support. The team assists in College Bound training, financial aid completion support, and college access efforts across the state. Visit their [website](#) to find regional contacts or email info@wcan.org for more information.

Awarding

1. **If a student graduates the year after their original expected graduation year, can they still qualify?**
 - Yes. The four-year CB scholarship can be used within five years of high school graduation. It still applies if they graduate before or later than their original expected graduation year.
2. **What income is used to determine eligibility for recipients of the College Bound Scholarship and how is it verified?**
 - Students need to file a financial aid application (either FAFSA or WASFA) starting in their senior year of high school, but the income eligibility is from a couple of years before, based on FAFSA/WASFA guidelines.
 - o For example, the Class of 2023 will need to complete the 2023-24 FAFSA or WASFA; using their 2021 tax information.

[Here](#) is an easy graphic to remember which financial aid year and income information. If students are unsure if they should complete a FAFSA or WASFA, they can complete this [WASFA Eligibility Questionnaire](#).

OtterBot

1. **Is student data protected in [OtterBot](#)?**
 - WSAC takes student data privacy seriously. We do not redistribute student information. The information students provide us with will only be used to send them resources and reminders they are interested in.

Portal

1. **How do staff get a portal login?**
 - Email collegebound@wsac.wa.gov with your name, title, school, district, and phone number to request College Bound Portal access.
2. **What does “Unmatched” mean in the College Bound Toolbox?**
 - It means we haven’t been able to match a student’s College Bound application with their FAFSA. This should only pertain to your seniors.

3. How do I update addresses in the portal?

Step 1. When logging into the Toolbox, click on *Bulk Upload*, then click on your hyperlink to access our fillable download. This download is what you will upload once you have all your student information updated.

- Save this download on your computer in a location that is convenient for you.

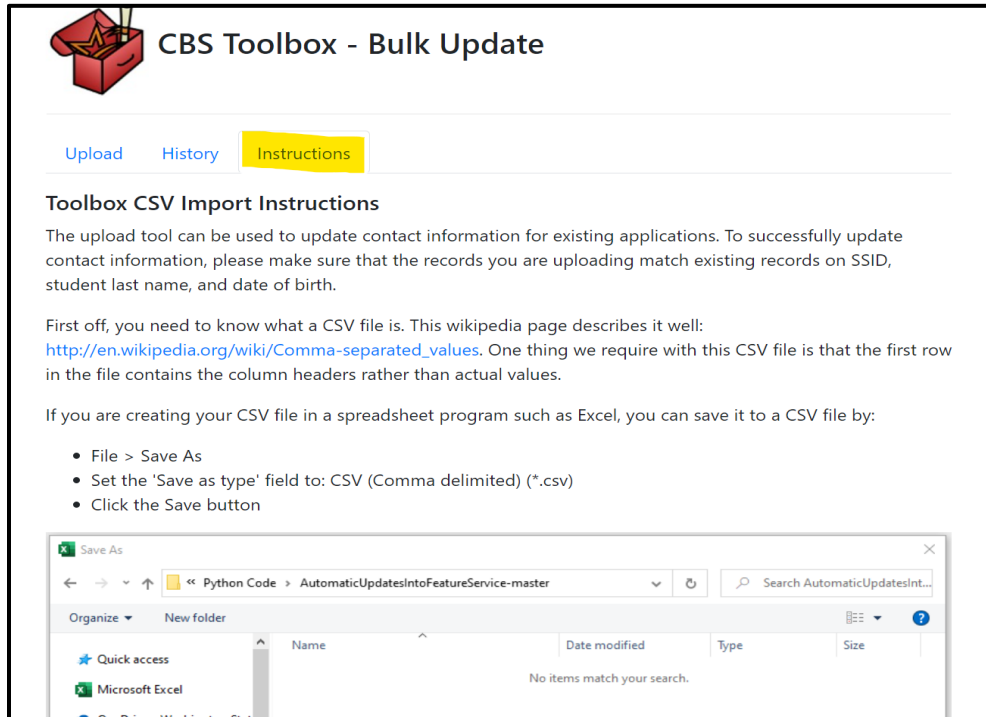
Step 2. You can then download a list of your students with a bad address in the Toolbox by clicking on *View My Lists* and filtering the data set to show all your students with a bad address and clicking on *Download Results to CSV*.

- This would be the second sheet that you've downloaded, but the only one with data in the fields.

Step 3. Copy and paste your list of student information from Step 2 onto the empty download you got from Step 1. You can now delete the CSV file from Step 2. It is no longer needed.

Step 4. Now, make your changes on our fillable download. Find the row of your student that needs updating, and you can start entering the new information.

- Make sure you don't shift any of the cells and follow the correct format shown in the *Instructions* tab (click on *Bulk Update* and it'll be the third tab). Otherwise, your file won't upload successfully and will need correction. Unfortunately, we cannot do the upload for you.



Step 5. Once you've made all your changes, you can upload the file onto our Toolbox by going to the homepage and clicking on *Bulk Update*, and then finding your excel CSV file from Step 1. To submit, click the blue *Upload* button (for reference, look at the image under Step 1).

This process can take some time, especially if you have many students on your bad address list as you'll still need to verify their current address or enter their new address information, line-by-line. The Bulk Update Tool is meant to update all information fields for all students at once, but the individual student information still needs to be entered into the template line-by-line for the tool to work.

The second way to update students' bad addresses is by selecting the *View* button to the right of your student's name when you click on the *View My List* button and see your list of students with a bad address (Step 2 from above). This will take you inside the student's application and allow you to make edits. This way of updating students' bad addresses is better suited for those schools with only a small number of addresses needing an update, but it is all up to preference.

[Download 49 Results to CSV](#)

City	Zip	FAFSA Match	View Details
Blington	98223	Unmatched	View
Macortes	98221	Unmatched	View
		Unmatched	View
		Unmatched	View
		Unmatched	View

Find answers to our most frequently asked questions in the [Bulk Upload FAQs](#).