HONORS AWARD NOMINATION INSTRUCTIONS

Please follow the instructions below to finalize the nominations of your students and to nominate additional students who may be eligible for a Washington State Honors Award.

ACCESSING THE SYSTEM

The Honors Award Nomination application is located on the Education Data System (EDS).

If you have not used EDS before, please contact your District Data Security Manager. Your District Data Security Manager will provide you with your new EDS username and password. If you are unsure who this is, visit https://eds.ospi.k12.wa.us/SecurityManagerList.aspx?Printable=true. If your District Data Security Manager is not available, you may contact the Office of Superintendent of Public Instruction's (OSPI) Customer Support Center at CustomerSupport@k12.wa.us, or 1-800-725-4311 to create your account. **Important**–nominations must be made at the school level and never at the district level.

If you already have an EDS account, you will still need to contact the District Data Security Manager for permission to access the Honors Award Nomination application. Once you have permission, you may access the EDS website at https://eds.ospi.k12.wa.us/.

Private schools have been automatically assigned an account in the EDS system and will have access to the Honors Award Nomination application. If you do not know your username or password, please contact OSPI's Customer Support Center.

Log in with the username and password provided to you. If this is your first time using EDS, you will be asked to create a new password. After logging in, select "Honors Award Nomination" from the "My Applications" menu. If you are assigned to more than one school, you will be asked to select the school you would like to work with. If you are assigned to only one school, you will be taken directly to the list of steps to complete your nominations.

STEP 1: VIEW THE LIST OF PRE-NOMINATED STUDENTS

Note that not all schools have nominated students. The nomination lists were generated from information submitted to OSPI by the College Board's Scholastic Aptitude Test (SAT), the American College Test Program (ACT), and the P210 report from Washington school districts. The student information on the nomination lists may not be the most up-to-date information if a student has since taken a college entrance test or has moved to the school in the last two years. Private schools will not have nominated students pre-loaded into the application.

Please complete the steps below to finalize your nominated students.

1. Verify that all students on the list are currently enrolled in your school. If a student is not currently enrolled in your school, click on the **Remove** button, which will remove the student from the system.

2. Review the nomination list for duplicate names. Although unusual, it is possible for a student to appear multiple times on the list. If there is a student listed more than

once, click on the **Remove** button, which will remove the duplicate student from the system.

3. Verify that each remaining student has completed **at least 75 percent** of the credits required for graduation and is enrolled in at least **three academic core subjects** (English, mathematics, science, social studies, the arts, and languages other than English) in grade 12. If a student does not qualify, click on the **Remove** button, to remove the student from the system. Note: Running Start students do not need to be enrolled in three academic core subjects to qualify.

4. If a pre-nominated student name is misspelled or has any other incorrect information, click on the **Remove** button, which will remove the student from the system; then re-enter them as an "additional student" as directed in Step 3.

5. Print one copy of the student list. Retain this copy for your records.

6. Click **Proceed to Step 2.** You do not have to complete all your work in one sitting. You will be able to return to this page prior to submitting in the **Final Step.**

STEP 2: VIEW THE ELIGIBILITY TABLE

Attachment C is the Nominee Eligibility Table. It provides the minimum SAT or ACT test scores and overall high school GPA scores required for a student to be nominated for a 2016–17 Honors Award. To use the table:

1. Determine which test the student took. SAT tests taken prior to February 1, 2016 is referred to as "Old SAT," tests taken after January 31, 2016 is referred to as "New SAT."

2. Locate the student's composite SAT (Old SAT = Math + Critical Reading + Writing, New SAT = Math + Evidence-Based Reading & Writing) or ACT score **from a single sitting**.

3. Note the minimum GPA value associated with that score.

4. If the GPA is equal to or greater than this value, the student can be nominated for an Honors Award.

5. Click **Proceed to Step 3**. You do not have to complete all your work in one sitting. You will be able to return to this page prior to submitting in the **Final Step.**

Note: A tool for assistance in determining eligibility is available on the Washington State Honors Award website at http://www.k12.wa.us/HonorsAward/pubdocs/HAEligibilityTable2017.xlsx. Enter the students GPA and highest test score (as it relates to the appropriate column), hit enter and the status box will read "No HA" if the student does not meet the eligibility criteria or "HA Recipient" if they do.

Important–Only test scores taken after September 1, 2013, and prior to January 31, 2017, are to be considered in determining eligibility.

STEP 3: NOMINATE ADDITIONAL STUDENTS FOR THE HONORS AWARD

Students you nominate must meet the eligibility criteria described on the **Nominee Eligibility Table**. Add any students whose overall GPA and SAT or ACT scores equal or exceed the minimums identified in the table in Step 2 (Attachment C). **SAT and ACT tests must have been taken between September 1, 2013, and January 31, 2017.**

1. **Do not enter students who already appeared on the list of pre-nominated students in Step 1** unless the student's name was removed to fix incorrect information.

2. Enter the name, birth date, current GPA, and highest test score (from a single sitting) for each student you nominate.

   - **GPA:** Enter each nominee's current overall GPA as it is listed on their official transcript. Values higher than 4.00 may not be entered. Weighted grades will not be considered.

   - **Test Score:** Enter the highest SAT (Old SAT = Math + Critical Reading + Writing, New SAT = Math + Evidence-Based Reading & Writing) and/or ACT composite score for each student. The math, critical reading, and writing (or Math and Evidenced-Based Reading & Writing for tests taken prior to February 1, 2017) SAT scores **must be from the same sitting**. PSAT scores may **not** be substituted for the SAT. If a student has taken both the SAT and ACT, enter each score separately in the appropriate columns. **Include only test scores taken between September 1, 2013, and January 31, 2017.**

3. 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** (English, mathematics, science, social studies, the arts, and languages other than English) in grade 12. Running Start students may also be added to this list, although Running Start students do not need to be enrolled in three academic core subjects.

4. Print a copy of the student list. Retain this copy for your records.

5. Click **Proceed to Step 4**. You do not have to complete all your work in one sitting. You will be able to return to this page prior to submitting in the **Final Step.**

STEP 4: PRINCIPAL'S VERIFICATION PAGE

1. Present the building principal or his/her designee with your nominations and nominating criteria for their approval and verification. Once you have attained this approval and verification, enter the principal's name and contact information, and then click on the **Verified** button. Print this page and retain with your records for at least one year.

2. Click **Proceed to Step 5**. You do not have to complete all your work in one sitting. You will be able to return to this page prior to submitting in the **Final Step.**

STEP 5: DOCUMENTATION

Ensure the following documentation is retained at your school for at least one year **(do not send documentation to OSPI):**

- Documentation of approval and verification by your building principal.
- A printed transcript for **EACH** student on the supplemental nomination list (GPA values entered into the system **MUST** match the values indicated on these transcripts).
- Retain copies of SAT/ACT test scores for **ALL** students listed on the supplemental nominations list.

Click **Proceed to Step 6.** You do not have to complete all your work in one sitting. You will be able to return to this page prior to submitting in the **Final Step.**

STEP 6: CONTACT INFORMATION

Review your contact information. If it is incorrect or the fields are blank, click on the "Edit" button to make any changes. After completing your changes, click on the "Save" button.

Click **Proceed to Final Step**. This will take you to the final step where you can submit your nominations.

FINAL STEP: SUBMIT

Ensure that you have:

1. Verified that each supplemental nominated students GPA matches their transcript.
2. Verified that each supplemental nominated students SAT and/or ACT test score matches the documentation provided to you by the College Board or the ACT.
3. Verified that the principal has approved and verified your nominations.

Retain this documentation for at least one year.

Click **Submit.** This will send an email to OSPI, with a copy to you, alerting OSPI that you have completed your nominations. The nominating process must be completed **no later than April 28.** Once submitted, you will not be able to make any changes to your nominations. If you need to make changes after you have submitted, please contact Tony May at 360-725-6231 or email tony.may@k12.wa.us.