



SUPERINTENDENT OF PUBLIC INSTRUCTION

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

April 10, 2018

() Action Required

Due date: May 11, 2018

(X) Informational

BULLETIN NO. 014-18 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, Rural Education Program Supervisor
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 2017–18 Washington State Honors Award from the Office of Superintendent of Public Instruction (OSPI).

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 in 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 May 11.** 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 email the Honors Award certificate, along with further instructions, to those high schools that have 2017–18 Washington State Honors Award recipients before May 15.

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.

BULLETIN NO. 014-18 SP&FA

Page 3

April 10, 2018

This bulletin is also available on the [Bulletins page](http://www.k12.wa.us/BulletinsMemos/bulletins2018.aspx) at <http://www.k12.wa.us/BulletinsMemos/bulletins2018.aspx>.

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Deputy Superintendent

Gayle Pauley
Assistant Superintendent
Special Programs and Federal Accountability

CR:gp:tm

Attachment A: Honors Award Nomination Instructions
Attachment B: Honors Award Checklist
Attachment C: Nominee Eligibility Table

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162, TTY: 360-664-3631, P.O. Box 47200, Olympia, WA 98504-7200, or equity@k12.wa.us.