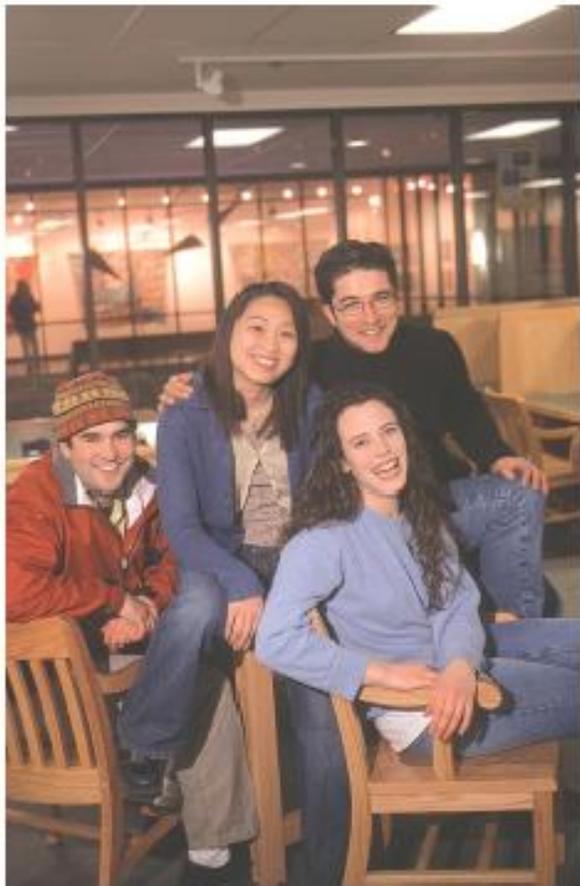


2013 Applicant Summary



Washington Scholars Program

A Washington Opportunity Pathway

Recognizing . . .

the academic achievement, leadership ability, and community service of 147 high school seniors, three from each legislative district, and 49 alternate recipients.



**Washington Student
Achievement Council**



Washington Scholars Program

Washington Student Achievement Council
917 Lakeridge Way SW
P.O. Box 43430
Olympia, WA 98504-3430

Phone: 360-753-7843
Fax: 360-704-6243
www.wsac.wa.gov/PayingForCollege

Cover photos courtesy of Edmonds Community College and the University of Washington

► **Table of Contents**

Executive Director’s letter to candidates3

What is the program’s purpose?4

Who are the Washington Scholars, and how are they selected?4

What do Washington Scholars receive?5

How do I apply?5

 General Instructions5

 Instructions for completing and submitting the electronic on-line application....6

 Instructions if submitting a hard copy paper application7

How is the Washington Scholars program publicized?9

What happens to the personal information I provide?9

The Washington Student Achievement Council administers the Washington Scholars program, a Washington Opportunity Pathway, in cooperation with the Association of Washington School Principals. Foundations, corporations, organizations, and individuals interested in providing scholarships for Washington Scholars are invited to contact the Washington Student Achievement Council.

**Washington Scholars Program,
A Washington Opportunity Pathway
Washington Student Achievement Council**
917 Lakeridge Way SW / PO Box 43430
Olympia, Washington 98504-3430
360.753.7843 or 360.753.7850

**Association of Washington
School Principals (AWSP)**
1021 Eighth Avenue SE
Olympia, Washington 98501-1500
360.357.7951 or 1.800.562.6100



STATE OF WASHINGTON
WASHINGTON STUDENT ACHIEVEMENT COUNCIL

917 Lakeridge Way SW · PO Box 43430 · Olympia, WA 98504-3430 · 360-753-7800 · www.wsac.wa.gov

December 7, 2012

Dear Washington Scholars candidate:

Congratulations! You have been nominated for Washington Scholars recognition award consideration because of your exceptional high school career. The Washington Scholars award represents the highest meritorious honor conferred by our state's education and government leaders on the most exemplary graduating high school seniors, recognizing excellence in academic achievement, leadership, and community service.

To be considered for Washington Scholars recognition, you must submit an application, together with required documentation, to the Washington Student Achievement Council **by January 22, 2013**. Before starting the application, carefully read the attached program summary document, which includes important details for you to consider. Please note that the application includes statements that must be signed by you, your parent or guardian (if you are under age 18), as well as your principal.

To complete the electronic application on-line, access the form at the secure web address using the activation code provided in the original nomination notice emailed to you.

Hard copy paper applications will be accepted from nominated candidates who do not have internet access. We recommend that paper applications and attachments be returned to the Washington Student Achievement Council well before the **January 22, 2013** deadline, using **Express Mail, Federal Express, United Parcel Service, or USPS certified mail with a return receipt** to ensure delivery tracking. ***Late applications will not be considered.***

Applications will be scored by committee in late February or March 2013. Your accomplishments will be evaluated on the strength of information on the application, cumulative grade transcript, senior year first quarter grade report (or mid-semester fall term progress report), and SAT/ACT test score(s). **All other materials will be discarded.**

Candidates chosen for Washington Scholars recognition will receive award certificates and gubernatorial congratulatory letters. Their names will appear in the Washington Scholars directory published in the spring. A statewide press release will be distributed to news media, college admissions and scholarship officers across the state, members of the Legislature, and the Governor. In addition, June 2013 will be designated "Washington Scholars Month" by gubernatorial proclamation to honor the Scholars' achievements and community contributions.

At this time, the Washington Scholars for 2013 will not receive monetary awards due to state budget cuts. However, the Washington Scholars designation remains a prestigious highlight on the successful candidate's resume, and a valuable asset in securing other educational scholarships, such as the Educational Excellence Award which is sponsored by the Association of Washington School Principals and open only to Washington Scholars candidates. In addition, many colleges offer other financial and special incentives to attract the Scholars to their campuses.

Contact Ann Voyles, program manager, if you have any questions by calling 360.753.7843, or by emailing wascholars@wsac.wa.gov. We look forward to receiving your completed application packet.

Sincerely,

Don Bennett
Executive Director
Washington Student Achievement Council

WASHINGTON SCHOLARS PROGRAM SUMMARY 2013

A Washington Opportunity Pathway

► What is the purpose of the program?

High schools in Washington graduate a significant number of students each year who distinguish themselves through outstanding academic achievement. The Washington Scholars program establishes a consistent and uniform method to:

- Recognize and honor the accomplishments of those students.
- Encourage and facilitate privately-funded scholarship awards by non-state organizations.
- Encourage outstanding students to attend Washington public and independent colleges and universities.
- Allow educational leaders, the Legislature, and the governor to reaffirm the importance of educational excellence to the future of this state.

► Who are the Washington Scholars, and how are they selected?

This award represents the highest meritorious honor conferred on graduating high school seniors by the state of Washington each year. The program recognizes academic excellence, leadership, and community service during the high school career. Principals of in-state high schools nominate the top 1 percent of the graduating class for Washington Scholars consideration, resulting in approximately 700 student applications statewide.

To be considered for the award, nominated students must submit a signed application, using the on-line electronic version or the hard copy paper format, with required attachments to the Washington Student Achievement Council. The candidate must be a qualifying “resident student,” as defined in state higher education residency statutes and Washington Administrative Code (WAC) (see “Eligibility Criteria for Resident Tuition Status” and “State Laws and Rules” on the Council’s web site at www.wsac.wa.gov/ProgramAdministration/Residency).

Applications are grouped and reviewed according to the legislative district of the candidate’s residence. The candidate’s academic score is pre-calculated by Council staff. The formula uses the 9th – 11th grade cumulative grade point average (GPA) and the highest combined math and critical reading scores from a single test sitting of a national standardized exam (SAT or ACT). The SAT/ACT writing section test score does not apply.

A selection committee comprised of representatives from public and private high schools and colleges, state agencies, and education associations reviews and scores each application based on the strength of applicant entries under the associated review category headings. Only the information contained on the application form, the 9th – 11th grade transcript, 12th grade first quarter grade report (or equivalent fall term mid-semester progress report), and test scores are taken into consideration. Any non-requested material is discarded. Discard examples include resumes, photos, recommendation letters, award certificates, newspaper articles, and report covers.

Maximum points possible in each review element are:

Academic (test scores and GPA)	75 pts. max.
Leadership	10 pts. max.
Community service	5 pts. max.
Honors and awards	5 pts. max.
Overall excellence	<u>5 pts. max.</u>
Maximum score	100 pts. max.

Three Washington Scholars and one alternate from each legislative district are awarded recognition each year, a total of 147 Washington Scholars and 49 alternates statewide. These students are the four top-ranked finalists identified in each of the 49 state legislative districts. All applicants and high schools receive individual notice of final outcome.

WASHINGTON SCHOLARS PROGRAM SUMMARY 2013

A Washington Opportunity Pathway

► What do Washington Scholars receive?

Washington Scholars finalists and alternates receive:

- An honorary recognition award certificate signed by the Governor, Secretary of State, and the chair of the Washington Student Achievement Council.
- A congratulatory letter from the governor.
- Statewide recognition through:
 - Announcement of award recipients to admissions and scholarship officers at the in-state public and private colleges and universities, members of the Legislature, and the governor.
 - Publication of the “Washington Scholars Directory.”
 - A statewide media press release.
 - Declaration of “Washington Scholars Month” by gubernatorial proclamation in the spring of high school graduation.

NOTE: State-funded monetary awards for Washington Scholars chosen for 2013 and 2014 currently are suspended due to state budget cuts. Washington Scholars selected from these graduating classes will receive honorary recognition awards, but will not be offered the monetary scholarship unless specifically authorized in the upcoming 2013-15 state biennial budget. Washington Scholar designation is a valuable asset in securing other educational scholarships, and some colleges and universities may offer other financial or special incentives to attract the Scholar to their campuses.

► How do I apply?

You must complete and submit the application form with required attachments to the Washington Student Achievement Council by the submission deadline. The application is available in electronic on-line, or hard copy paper, format. Detailed instructions are below to assist you.

General instructions:

- You must provide your social security number (SSN), or a 9-digit Immigration and Naturalization Service (INS) alien identification number if you are a qualifying non-citizen resident. This information will be treated confidentially. The SSN or INS number must match the identification number you use to apply for other student financial aid via the Free Application for Federal Student Aid (FAFSA). Missing or invalid identification numbers render an application incomplete. Incomplete applications will not be reviewed by the selection committee.
- Before beginning the application, carefully think through the activities in which you have been involved over the course of your high school career. You may want to make notes and work from a detailed, written draft organized into the major headings used in the application.
- State your accomplishments carefully since these will differentiate you from other students of similar scholastic achievement. Remember that the committee cannot know what you do not articulate.
- Do not abbreviate organizational names as acronyms may be unfamiliar to members of the selection committee.

A Washington Opportunity Pathway

► How do I apply? continued:

General instructions, continued:

- Ensure that all required attachments are appended. Applications submitted without all required attachments are considered to be incomplete, and will not be reviewed by the selection committee.
- Provide a physical street address for your residence location so that the state legislative district may be identified accurately. Applications are reviewed within legislative district groupings by the selection committee, and the legislative district cannot be identified using a post office box address. Applications that are missing a physical residence location address are considered incomplete.
- Also provide an accurate mailing address, if it is different from the residence street address. Please contact the Council to update your mailing address if it should change after submission of your application but before final status notices have been distributed.
- All applications must be signed where indicated, either electronically or with an actual “wet” signature if submitting a paper application. If you are under age 18, the application also must be signed by your parent or guardian. Paper applications also require the principal’s signature, or the signature of the principal’s designated school representative authorized to sign on his or her behalf.
- Electronically submit, or mail the hard copy, application in a timely manner. Late or incomplete applications will not be reviewed by the selection committee.

Instructions for completing and submitting the electronic on-line application:

- Access the on-line application using the web link and the activation code provided in the original nomination notice emailed to you. You will be prompted to create a password. Please make note of the web site address. After creating the password, you may exit and re-enter the site to complete the application in multiple sessions, if necessary. To re-enter the site, you will use your email address and the password you create.
- Once you have logged on to the web site successfully, a menu will appear on the left hand side of the screen. It is recommended that you complete each menu item in sequential order, beginning with “Optional Info.”

Please note: In the “Optional Info” category, your birth date is used to determine whether a parental signature is required. If you are under age 18, or choose to leave the date of birth box blank, you will be required to attach a parental signature to complete the application.

- Complete the information requested on each screen. To save your work and move to the next menu option screen, click the “save and move to” button. To save your work and remain on the same screen, click the “save and continue editing” button to continue to add entries for the current category.

Please note: With the exception of the “Honors and Awards” category table, enter the “Total Hours” you were involved in each activity for each grade level year (9th, 10th, 11th, and 12th). For the “Honors and Awards” table, the grade level years are check boxes. A box left blank in any of the tables will signify that you were not involved in the activity during that particular year.

- As you complete the last row of information in any activity category table (i.e., Leadership, Community Service, and so on), additional blank rows will appear, allowing you to enter more information. (This is NOT the same action as clicking either of the “save” buttons.)
- You may save your work and log out of the web site at any time by clicking the “save” then “log out” buttons shown on the screen, and return later to continue entries at the screen where you left off.
- Attach copies of the following documentation where requested, if your high school has not already done so **or** if you have documentation of higher test score(s) than previously entered by your high school:

WASHINGTON SCHOLARS PROGRAM SUMMARY 2013

A Washington Opportunity Pathway

▶ How do I apply? continued:

- A scanned (or PDF) copy of your cumulative 9th through 11th grade high school transcript
- A scanned (or PDF) copy of your first quarter senior year grade report (or equivalent mid-term fall semester progress report)
- A scanned (or PDF) copy of your highest SAT and/or ACT test score report(s) for any one test date

Please note: You are encouraged to read the section below, “instructions for completing and submitting a hard copy paper application.” The section includes helpful hints related to the use of colored paper stock, colored toner, highlighter ink, and documentation of test scores that also apply to the digital creation of scanned documents and PDF’s for attachment to the electronic application.

- If you are under age 18, or you elected not to provide your date of birth on the “Optional Info” screen, you will be prompted to download and print a hard copy of the parental signature page. After your parent or legal guardian reads the statement, obtain his or her signature. Scan the signed form and attach an electronic copy to the application.
- As you approach completion of the application, you may encounter a “prompt” screen with critical issues that must be addressed before the application may be transmitted to the Council. Unaddressed critical issues will prevent the application from completing the submission procedure.
- You also may encounter a separate “warning” screen as you approach the final submission step. This is different from the “prompt” screen. You are encouraged to address the issues noted on the “warning” screen as omission may impact your scores, however, the site will allow you to complete the submission procedure.
- Carefully read and be sure you understand the information release statement before checking the box and clicking the final “submit application” button. Checking the box and clicking the final “Sign and Submit” button means that you:
 - Agree to the release statement as a candidate competing for the Washington Scholars recognition award
 - Certify that the information contained within the application is true and correct
 - Accept that your electronic signature is created by clicking the “submit application” button
- After clicking the “submit application” button, you will be unable to re-access your on-line application to make changes, add, or correct information. You must contact Council staff by phone or email to do so.
- A “successful submission” screen should appear directly after you click the “submit application” button. At that time, you will be given an opportunity to view and download or print a PDF copy of your application for your file before you exit the final screen.
- Ensure that you complete submission of the electronic application to the Council, with all required attachments, no later than **January 22, 2013. Late applications will not be considered.**

Instructions if submitting a hard copy paper application:

- Ensure that you begin with a blank application form printed with **black ink toner on white paper stock**. Color paper stock or toner is not acceptable. It renders the application difficult to read by the selection committee and illegible for further processing by the Council, which uses digital scanning to store the document.

WASHINGTON SCHOLARS PROGRAM SUMMARY 2013

A Washington Opportunity Pathway

► How do I apply? continued:

- If the blank application form is printed in duplex, **ensure that the confidential information pages are printed separate** from the other sections of the application. Otherwise, Council staff must re-photocopy your application materials to detach these pages before processing for the committee to score the application. The confidential information pages include the “Optional” section and the page containing the required signatures.
- **Avoid photocopies of documents originally printed on colored paper stock, if possible.** Photocopies of colored paper stock may “black out” important information, especially in shaded areas, making it illegible and difficult to read. The page becomes illegible for processing by the Council through digital scanning.
- Use **black or dark blue ink pen** to complete the application; do not use pencil.
- **Write legibly.** You are likely to score fewer category points if committee members cannot read your entries.
- **Do not use a highlighter pen to make information “stand out.”** Highlighter may “black out” important information in the highlighted areas when digitally scanned, making it illegible and difficult to read when reproduced for the committee. Shaded areas become illegible for digital scan processing by Council.
- **Attach documentation of the highest scores for any one test date for each exam type.** If you have tested in both the SAT and ACT, attach documentation of the highest scores for both types of test. The Council will give you the benefit of the highest converted result when calculating the academic score. Do not submit SAT or ACT writing section scores; neither writing section score is used to calculate the academic score.
 - **Do not “mix and match” the math (quantitative) and critical reading scores from different SAT test dates.** Report the highest math and critical reading scores resulting from any ONE test date when recording SAT results.
 - For the ACT exam, **report the ACT Composite score.**
- **Avoid 3-hole punching the application materials.** Punched holes may delete critical words from the page.
- **Avoid placing the pages in a folder or report cover.** Folders and report covers are discarded prior to committee review.
- **Avoid attaching other materials that are not specifically requested,** as these will be detached and discarded before committee review. Examples of discard materials include, but are not limited to: resumes, photos, recommendation letters, news articles, copies of award certificates, and so on.
- **Sign the form** and, if under age 18, obtain the required parent or legal guardian signature where indicated.
- **Use only one staple to connect the entire packet.** More staples are not better. The packet is taken apart and the pages reordered to a uniform standard for digital scanning and for the committee to review. Removing multiple staples tends to tear pages and increases processing time.
- **Return the paper application to your principal to obtain his or her certification and signature** well before the application deadline.
- **Photocopy and retain a copy** of the completed, signed application for your file before mailing.
- To be considered complete, the application packet must include:
 - The fully signed and completed application form
 - A copy of the high school grade transcript (9th through 11th grade)
 - A photocopy of the senior year first quarter grade report, or fall mid-semester progress report
 - A print-out or photocopy of your SAT/ACT test score document(s)

WASHINGTON SCHOLARS PROGRAM SUMMARY 2013

A Washington Opportunity Pathway

► How do I apply? continued:

All applications, either electronic or hard copy paper, must be submitted by **January 22, 2013**.

The school may offer to mail the paper application for you. If you are responsible for mailing, please note that **Express Mail, Federal Express, United Parcel Service, or USPS certified mail with a return receipt** is recommended to **ensure delivery tracking** to the Council. The Council is not responsible for applications that do not arrive or that arrive late. **Late or incomplete application packages will not be considered.**

Mail hard copy paper documents to:

Washington Scholars Program
Washington Student Achievement Council
917 Lakeridge Way, Olympia, WA 98502 (use street address for UPS or FedEx delivery)
P.O. Box 43430, Olympia, WA 98504-3430 (use PO Box for U.S. Postal Service delivery)

If you have questions, contact Council staff at:

Phone: 360.753.7843 or 360.753.7850
Fax: 360.704.6243 or 360.753.7808 (original hard copy mailing **must** follow the fax)
E-mail: wascholars@wsac.wa.gov

► How is the Washington Scholars program publicized?

In late fall every year, the Washington Student Achievement Council distributes nomination materials and the program policies and guidelines to the principals of the state's public and private high schools with a 12th grade graduating class.

A statewide media press release announces the new award recipients and alternates after selection by the committee, and a "Washington Scholars Month" is designated by gubernatorial proclamation. Separate notices are provided by the Council to inform applicants, the in-state public and independent colleges and universities, legislators, the governor, and participating high schools. The Council also posts to its agency web site the names of the current year award recipients in a "Directory of Washington Scholars and Washington Scholars-Alternates."

The Council assumes no responsibility for local recognition. School administrators are encouraged to coordinate local recognition efforts for their Washington Scholars.

► What happens to the personal information I provide?

An important part of the program is bringing state and local recognition to the achievements of these outstanding students, while encouraging non-state entities to fund private scholarships that support Washington Scholars.

The program expressly prohibits the sharing of information for commercial or non-scholarship purposes.

