



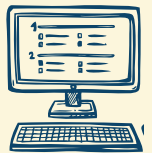
The College Bound Scholarship Middle School Toolbox Best Practices

Why use the Middle School Toolbox?

Make applying easier and faster for you and your students. Upload your list of eligible students, print their forms, and track their progress all in one place.



The MS Toolbox displays live data. Once an application is entered, whether by you or your student, the student will appear in your list. And, with weekly data updates from OSPI, transfer students will appear on your lists more quickly.



How to use the Middle School Toolbox.

- 1** Upload your eligible students for an instant application! Just a few students missing? You can enter them individually via the online application at www.collegebound.wa.gov in less than 30 seconds per student.
- 2** Print Missing Information Letters immediately after uploading and distribute to your students with the new Middle School Intro to CBS flyer or a brochure. NEW FEATURE FOR 2016-2017: Only working with one grade of students? Choose which class you want to reprint forms for instead of printing for all students.
- 3** Download lists of students with complete applications. Compare this list against your list of all eligible students to find out who has not yet applied. Missing students from your list? Use the look-up tool to search the entire state for your student.
- 4** Update student information. You can correct the spelling of student names, update mailing addresses, parent information, and even notify WSAC of a wrong grade.