

Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200

k12.wa.us



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

May 20, 2020

Action Required

Due date: July 3, 2020

Informational

## BULLETIN NO. 017-20 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 2019–20 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 July 3.** 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 each high school that has 2019–20 Washington State Honors Award recipients after nominations are finalized and submitted for that school.

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Tony May, at 360-725-6231 or email [tony.may@k12.wa.us](mailto:tony.may@k12.wa.us). The OSPI TTY number is 360-664-3631.

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](mailto:customersupport@k12.wa.us).

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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Michaela W. Miller, Ed.D., NBCT  
Deputy Superintendent

Gayle Pauley  
Assistant Superintendent  
Special Programs and Federal Accountability

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***Attachment A: Honors Award Nomination Instructions***

***Attachment B: Honors Award Checklist***

***Attachment C: Nominee Eligibility Table***

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