



# Middle School Toolbox

How to manage your sign-up efforts.

December 2014

# AGENDA

- Key Terms and Definitions
- Middle School (MS) Toolbox
- Reminders
- Contact Information

# Key Terms and Definitions

## What is the College Bound Secure Portal?

- A specially-designed web page which displays College Bound application information in a user-friendly manner.

## How can I access the Portal?

- **Email** your name, title, phone number, and the schools you serve to [ChristinaR@wsac.wa.gov](mailto:ChristinaR@wsac.wa.gov).
- Instructions to activate your account will be sent to you.  
**You must activate your account within 48 hours!**
- Bookmark <https://fortress.wa.gov/wsac/portal> for future access to your students' names.

# Key Terms and Definitions

## Application

- Online (English and Spanish)
- Paper – downloadable in 11 languages
- Applied vs. Complete
  - What makes a “complete application?”
    - The Big 3: 2 signatures and an Income Requirement

## Sign-up and Deadline

- Students may sign up in 7<sup>th</sup> or 8<sup>th</sup> grade.
- Must by June 30 at the end of the student’s 8<sup>th</sup> grade year.
- Students only need to apply once.

## Follow-up Process

- Missing information pages
- Batching
- Letters home

# Key Terms and Definitions

## MS Toolbox

- Resource created by WSAC for middle school staff to monitor their sign-up efforts and track the students' application status.
  - Must have portal access to use
  - Must agree not to share information
  - Highlights include:
    - Progress Bars
    - Ability to print Missing Information Letters
    - Edit student information
    - Track events
    - Ability to upload list of eligible students

# Portal Login Screen



christinar@wsac.wa.gov

email address

.....

password ([forgot it?](#))

Login



## Middle/High School Staff

To nominate students for the Washington Scholars Award, [activate your account](#)

[Enter College Bound applications](#) for students

[Request](#) a GEAR UP account

## Financial Aid Administrators

[CSAW](#)

[Unit Record](#)

## Students/Parents/Other

[Register](#) for a username and password

[Apply](#) for the College Bound Scholarship

[Register](#) as a Health Professional



# Confidentiality Notice

## Confidentiality Notice

This site contains confidential student information on College Bound Scholarship applicants provided by Washington Student Achievement Council and the Office of Superintendent of Public Instruction.

By logging in to this tool, I acknowledge that:

- I have access to this information solely for informing sign-up efforts and providing academic guidance and support only for students enrolled at my school.
- I understand this information is confidential and that I am responsible for maintaining this confidentiality.
- I agree not to divulge, transfer, sell, or otherwise make known to unauthorized persons any information contained in this system without written permission from the Washington Student Achievement Council.

[I Agree to the Terms](#)

# MS Toolbox Home Screen

Home ▾ Programs ▾ College Bound ▾ MsToolbox

Choose a menu item 



## Middle School Toolbox

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[student lookup](#)

[import students](#)

 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

Musical School District ▾

Showing combined totals for all students graduating in 2019 or 2020

Brass MS - 0% complete, 0% ineligible, 100% incomplete [see breakdown by year](#)

[1 applied](#)



[1 incomplete](#)

Woodwind MS - 25% complete, 25% ineligible, 50% incomplete [see breakdown by year](#)

[4 applied](#)



[1 completed](#)

[1 ineligible](#)

[2 incomplete](#)

# Data by School

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Woodwind MS (Musical School Distric ▾

Class of 2020 - No Applications



Class of 2019 - 25% complete, 25% ineligible, 50% incomplete

[4 applied](#)



[1 completed](#)

[1 ineligible](#)

[2 incomplete](#)

Class of 2018 - 67% complete, 0% ineligible, 33% incomplete

[3 applied](#)



# Students by Category

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Show me all of my students at  graduating in  with application status

 You can find any student in the system by SSID or name [here](#)

Show  results per page

Showing results 1 - 4 of 4

 [Download entire list to CSV](#)

| Name (last, first) | SSID       | School      | Grad Year | Status     |                      |
|--------------------|------------|-------------|-----------|------------|----------------------|
| Coltrane, John     | 1203456789 | Woodwind MS | 2019      | Incomplete | <a href="#">view</a> |
| Galway, James      |            | Woodwind MS | 2019      | Complete   | <a href="#">view</a> |
| Net, Claire        | 1023456789 | Woodwind MS | 2019      | Ineligible | <a href="#">view</a> |
| Shaw, Artie        | 1234506789 | Woodwind MS | 2019      | Incomplete | <a href="#">view</a> |

# CSV Download

The screenshot shows a Microsoft Excel window with the following data:

|    | A            | B        | C       | D        | E          | F | G | H | I | J | K |
|----|--------------|----------|---------|----------|------------|---|---|---|---|---|---|
| 1  | Name         | SSID     | School  | GradYear | Status     |   |   |   |   |   |   |
| 2  | John Coltr   | 1.2E+09  | Woodwin | 2019     | Incomplete |   |   |   |   |   |   |
| 3  | James Galway |          | Woodwin | 2019     | Complete   |   |   |   |   |   |   |
| 4  | Claire Net   | 1.02E+09 | Woodwin | 2019     | Ineligible |   |   |   |   |   |   |
| 5  | Artie Sha    | 1.23E+09 | Woodwin | 2019     | Incomplete |   |   |   |   |   |   |
| 6  |              |          |         |          |            |   |   |   |   |   |   |
| 7  |              |          |         |          |            |   |   |   |   |   |   |
| 8  |              |          |         |          |            |   |   |   |   |   |   |
| 9  |              |          |         |          |            |   |   |   |   |   |   |
| 10 |              |          |         |          |            |   |   |   |   |   |   |
| 11 |              |          |         |          |            |   |   |   |   |   |   |
| 12 |              |          |         |          |            |   |   |   |   |   |   |
| 13 |              |          |         |          |            |   |   |   |   |   |   |
| 14 |              |          |         |          |            |   |   |   |   |   |   |

# Students by Category

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# Student File

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John Coltrane (1203456789) [print missing information letter](#)

!!! Missing Income Verification, Guardian Signature, Student Signature !!!

You may share this student's name with select public and non-profit agencies approved by WSAC.

### Student Info

Last known school: Woodwind MS  
Year student applied: 2013-2014  
Grad Year: 2019  
Birth date:  
Home language: English

### Parent Info

Address: 41 Meadowood Dr Bow, WA 98232  
Name: Dad Coltrane  
Phone:  
Email:

[Edit](#)

### Recent Activity

| Student Name  | SSID       | School      | Grad Year | Birth Date | Address                      | Parent Name  | Parent Phone | Parent Email | Status              | Updated By  | Updated Date |
|---------------|------------|-------------|-----------|------------|------------------------------|--------------|--------------|--------------|---------------------|-------------|--------------|
| John Coltrane | 1203456789 | Woodwind MS | 2019      |            | 41 Meadowood Dr Bow WA 98232 | Dad Coltrane |              |              | Missing Information | Greg Martin | 3/30/2015    |
|               |            |             |           |            | Missing Info Letter Sent     |              |              |              |                     | Greg Martin | 1/12/2014    |
|               |            |             |           |            | Missing Info Letter Sent     |              |              |              |                     | Greg Martin | 12/12/2013   |
|               |            |             |           |            | Missing Info Letter Sent     |              |              |              |                     | Greg Martin | 11/12/2013   |
|               |            |             |           |            | Missing Info Letter Sent     |              |              |              |                     | Greg Martin | 10/12/2013   |

# Student File – Edit Information

Home ▾ Programs ▾ College Bound ▾ MsToolbox

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Middle School Toolbox

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**⚠** 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

**i** 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

## Student Info

Name    
first last

SSID

Birth Date

Language  ▾

Grad Year 2019 **i** Please contact [CBS staff](#) if the grad year is incorrect.

## Parent Info

Name    
first last

Address        
street apt # city state zip zip4

Phone

Email

[Save Student](#)

[Cancel](#)

# Student File

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### Parent Info

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 Email:

[Edit](#)

### Recent Activity

| Student Name             | SSID       | School      | Grad Year | Birth Date | Address                      | Parent Name  | Parent Phone | Parent Email | Status              | Updated By  | Updated Date |
|--------------------------|------------|-------------|-----------|------------|------------------------------|--------------|--------------|--------------|---------------------|-------------|--------------|
| John Coltrane            | 1203456789 | Woodwind MS | 2019      |            | 41 Meadowood Dr Bow WA 98232 | Dad Coltrane |              |              | Missing Information | Greg Martin | 3/30/2015    |
| Missing Info Letter Sent |            |             |           |            |                              |              |              |              |                     | Greg Martin | 1/12/2014    |
| Missing Info Letter Sent |            |             |           |            |                              |              |              |              |                     | Greg Martin | 12/12/2013   |
| Missing Info Letter Sent |            |             |           |            |                              |              |              |              |                     | Greg Martin | 11/12/2013   |
| Missing Info Letter Sent |            |             |           |            |                              |              |              |              |                     | Greg Martin | 10/12/2013   |

# Student File – Reprint Missing Information Letter

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## Middle School Toolbox

4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

3 application(s) need signatures. [View them here](#)

John Coltrane (1203456789) [print missing information letter](#)

!!! Missing Income Verification, Guardian Signature, Student Signature !!!

You may share this student's name with select public and non-profit agencies approved by WSA

### Student Info

Last known school: Woodwind MS  
 Year student applied: 2013-2014  
 Grad Year: 2019  
 Birth date:  
 Home language: English

[Edit](#)

### Parent Info

Address: 41 Meadowood Dr Bow, WA 98232  
 Name: Dad Coltrane  
 Phone:  
 Email:

### Recent Activity

| Student Name  | SSID       | School      | Grad Year | Birth Date | Address                      | Parent Name  |
|---------------|------------|-------------|-----------|------------|------------------------------|--------------|
| John Coltrane | 1203456789 | Woodwind MS | 2019      |            | 41 Meadowood Dr Bow WA 98232 | Dad Coltrane |
|               |            |             |           |            | Missing Info Letter Sent     |              |
|               |            |             |           |            | Missing Info Letter Sent     |              |
|               |            |             |           |            | Missing Info Letter Sent     |              |
|               |            |             |           |            | Missing Info Letter Sent     |              |



COLTRANE, JOHN  
 2013-2014  
 DOB:  
 7th Grade  
 Woodwind MS  
 Home language: en-US

DAD COLTRANE  
 41 MEADOWOOD DR  
 BOW WA 98232

You must **complete, sign and return** this form to finish your application.

#### STUDENT INFORMATION

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  Will provide SSN later.

A student is not required to have a SSN when applying for the scholarship. Providing it now will simplify the process later. To receive the scholarship, a student must be a U.S. citizen and have a SSN or be an eligible non-citizen.

Email: \_\_\_\_\_

#### PARENT INFORMATION

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Highest education level earned by either parent/legal guardian:

- Less than a high school diploma  High school diploma/GED  Some college  
 Certificate/Associate degree  Bachelor's degree  Master's/doctorate

#### INCOME REQUIREMENTS

You must meet one of these requirements.

Check the appropriate box:

- Household income from all sources (taxable and nontaxable) was less than or equal to the amounts in the chart  
 Student is currently in foster care or a dependent of the state  
 Student's family receives basic food/TANF benefits  
 None of the above apply / not eligible

**NOTE:** Income eligibility to receive the scholarship will be verified when the student files the Free Application for Federal Student Aid (FAFSA) before entering college and every year in college.

| Household Size                   | 2013 Income Guidelines* | Monthly Income | Weekly Income |
|----------------------------------|-------------------------|----------------|---------------|
| 2                                | \$29,101                | \$2,426        | \$560         |
| 3                                | \$36,812                | \$3,051        | \$705         |
| 4                                | \$44,123                | \$3,677        | \$849         |
| 5                                | \$51,634                | \$4,303        | \$993         |
| 6                                | \$59,145                | \$4,929        | \$1,138       |
| 7                                | \$66,656                | \$5,555        | \$1,282       |
| 8                                | \$74,167                | \$6,181        | \$1,427       |
| Each additional household member | Add \$7,511             | Add \$626      | Add \$145     |

\*Household income must be less than or equal to this amount.

[More on next page](#)

Parent/Legal Guardian Signature



College Bound Scholarship  
 PO Box 43430 Olympia, WA 98504-3430  
 1-888-835-0747, option 1  
 Fax (360) 704-6218  
[collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov)  
[www.collegebound.wa.gov](http://www.collegebound.wa.gov)



COLTRANE, JOHN

Government Council (the Council) to receive and information with educational entities only for the big academic support services, and determining the Office of Superintendent of Public Instruction and universities that participate in the

address, birth date, school, and ID numbers. The high school graduation date. I understand my this important information.

to be shared with select public and non-profit uphold the privacy of my student's information, College Bound Scholarship assistance and go to: [www.collegebound.wa.gov](http://www.collegebound.wa.gov). I may the box below.

ation information with select public and Scholarship assistance and academic with schools and other educational entities.

0 or higher, vicated of a felony, er when I apply for college.

submitting to the Council. ree income standards.

student fulfills the pledge requirements, the the student is a U.S. citizen or eligible

and correct to the best of our knowledge.

Date

Date

# Printing ALL Missing Information Letters

Home ▾ Programs ▾ College Bound ▾ MsToolbox

Choose a menu item 



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 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

Musical School District ▾

Showing combined totals for all students graduating in 2019 or 2020

Brass MS - 0% complete, 0% ineligible, 100% incomplete [see breakdown by year](#)

[1 applied](#)



[1 incomplete](#)

Woodwind MS - 25% complete, 25% ineligible, 50% incomplete [see breakdown by year](#)

[4 applied](#)



[1 completed](#)

[1 ineligible](#)

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# Printing ALL Missing Information Letters

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## Generate Missing Information Letters for one or more Schools

Check the box for one or more schools listed below then click the 'Generate Missing Information Letters for selected schools' button and Signature Pages will be generated for every student who is missing information at each of those schools.

- Brass MS  
1 Missing Information Letters
- Woodwind MS  
3 Missing Information Letters

Sort by Home Language

[Generate Missing Information Letters for selected schools](#)

# Printing ALL Missing Information Letters

Home ▾ Programs ▾ College Bound ▾ MsToolbox



## Middle School Toolbox

⚠ 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

3 of

- We are currently generating your Missing Information Letters
- You may leave this page or log out while this process is running
- When the process is complete your Missing Information Letters will be available

67%



COLTRANE, JOHN  
2013-2014  
DOB:  
7th Grade  
Woodwind MS  
Home language: en-US

DAD COLTRANE  
41 MEADOWOOD DR  
BOW WA 98232

You must **complete, sign** and **return** this form to finish your application.

### STUDENT INFORMATION

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  Will provide SSN later.

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Email: \_\_\_\_\_

### PARENT INFORMATION

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_  
Highest education level earned by either parent/legal guardian:  
 Less than a high school diploma     High school diploma/GED     Some college  
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### INCOME REQUIREMENTS

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↩ More on next page

Item



COLTRANE, JOHN

Council (the Council) to receive and administer the scholarship with educational entities only for the purpose of providing academic support services, and determining the list of participating public and universities that participate in the program.

birth date, school, and ID numbers. The school graduation date. I understand my signature is required.

I agree to share with select public and non-profit organizations the privacy of my student's information, College Bound Scholarship assistance and www.collegebound.wa.gov. I may be contacted for more information.

formation with select public and non-profit organizations for scholarship assistance and academic support services and other educational entities.

Parent/Legal Guardian Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

I certify that the information provided is true and correct to the best of my knowledge.

Parent/Legal Guardian Signature

Date



College Bound Scholarship  
PO Box 43430 Olympia, WA 98504-3430  
1-888-535-0747, option 1  
Fax (360) 704-6218  
collegebound@wsac.wa.gov  
www.collegebound.wa.gov



# Printing ALL Missing Information Letters

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## Download your most recently generated Missing Information Letters

[Download Now](#)

[Generate a new file](#)

### File details

Generated on 3/30/2015 8:33:10 AM

3 total students in file

Multiple Schools

# MS Toolbox Home Screen

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# Student Lookup Tool



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Find any student in the system by SSID:  [view student](#)

Find students by name at

[Search](#)  
last first birth date (mm/dd/yyyy)

 You can view all your students by school, grad year, or application status [here](#)

Show  results per paged

### Search Tip:

- Use first few letters of first and last names.

# Student Lookup Tool

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Choose a menu item



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Show  results per paged

Showing results 1 - 1 of 1

[Download entire list to CSV](#)

| Name ( <a href="#">last</a> , <a href="#">first</a> ) | <a href="#">SSID</a> | <a href="#">School</a> | <a href="#">Grad Year</a> | <a href="#">Status</a> |                      |
|---|----------------------|------------------------|---------------------------|------------------------|----------------------|
| Piccolo, Pete   |                      | Woodwind MS            | 2018                      | Incomplete             | <a href="#">view</a> |

# Student File – Missing Signatures

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[Edit](#)

## Recent Activity

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|--------------------------|------------|-------------|-----------|------------|------------------------------|--------------|--------------|--------------|---------------------|--------------------|--------------|
| Batch Printed at School  |            |             |           |            |                              |              |              |              |                     | Christina Richmond | 3/30/2015    |
| John Coltrane            | 1203456789 | Woodwind MS | 2019      |            | 41 Meadowood Dr Bow WA 98232 | Dad Coltrane |              |              | Missing Information | Greg Martin        | 3/30/2015    |
| Missing Info Letter Sent |            |             |           |            |                              |              |              |              |                     | Greg Martin        | 1/12/2014    |
| Missing Info Letter Sent |            |             |           |            |                              |              |              |              |                     | Greg Martin        | 12/12/2013   |

# Complete Student File



## Middle School Toolbox

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[import students](#)

⚠ 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

ℹ 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

James Galway [print missing information letter](#)

✓ **Application Complete**

ℹ You may share this student's name with select public and non-profit agencies approved by WSAC.

### Student Info

Last known school: Woodwind MS  
 Year student applied: 2013-2014  
 Grad Year: 2019  
 Birth date:  
 Home language: English

[Edit](#)

### Parent Info

Address: 38972 S 232nd APT R445 Bow, WA 98232  
 Name: Pops Galway  
 Phone:  
 Email:

### Recent Activity

| Student Name     | SSID | School      | Grad Year | Birth Date | Address                             | Parent Name | Parent Phone | Parent Email | Status   | Updated By  | Updated Date |
|------------------|------|-------------|-----------|------------|-------------------------------------|-------------|--------------|--------------|----------|-------------|--------------|
| James Galway     |      | Woodwind MS | 2019      |            | 38972 S 232nd APT R445 Bow WA 98232 | Pops Galway |              |              | Complete | Greg Martin | 3/30/2015    |
| Certificate Sent |      |             |           |            |                                     |             |              |              |          | Greg Martin | 10/10/2013   |

# Ineligible Student



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⚠ 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

ℹ 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

Claire Net (1023456789) [print missing information letter](#)



!!! Ineligible - Income !!!

ℹ You may share this student's name with select public and non-profit agencies approved by WSAC.

### Student Info

Last known school: Woodwind MS  
 Year student applied: 2013-2014  
 Grad Year: 2019  
 Birth date: 12/1/2000  
 Home language: English

[Edit](#)

### Parent Info

Address: 2012 Boxwood Ave Bow, WA 98232  
 Name: Mom Net  
 Phone:  
 Email:

### Recent Activity

| Student Name | SSID       | School      | Grad Year | Birth Date | Address                       | Parent Name | Parent Phone | Parent Email | Status              | Updated By  | Updated Date |
|--------------|------------|-------------|-----------|------------|-------------------------------|-------------|--------------|--------------|---------------------|-------------|--------------|
| Claire Net   | 1023456789 | Woodwind MS | 2019      | 12/1/2000  | 2012 Boxwood Ave Bow WA 98232 | Mom Net     |              |              | Ineligible - Income | Greg Martin | 3/30/2015    |
|              |            |             |           |            | → DNQ Letter Sent             |             |              |              |                     | Greg Martin | 10/12/2013   |

# Import Students



## Middle School Toolbox

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⚠ 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

ⓘ 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

### Import Students

Upload a CSV file with CBS application information for your students. Check out the [instructions](#) to learn about the file format and download the template [here](#).

No file selected...

 browse

Upload

### Previous Imports

Filter by name...

 search

No applications have been imported.

# Import Students Instructions



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4 application(s) still need parent/student signatures. [Print Signature Pages here](#)

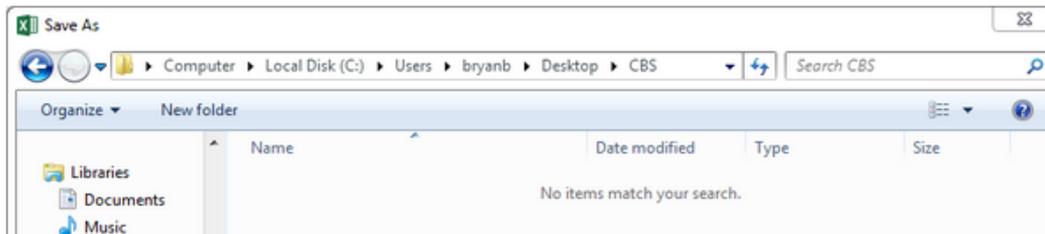
3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

### Middle School Toolbox CSV Import Instructions

First off, you need to know what a CSV file is. This wikipedia page describes it well: [http://en.wikipedia.org/wiki/Comma-separated\\_values](http://en.wikipedia.org/wiki/Comma-separated_values). One thing we require with this CSV file is that the first row in the file contains the column headers rather than actual values.

If you are creating your CSV file in a spreadsheet program such as Excel, you can save it to a CSV file by:

- File > Save As
- Set the 'Save as type' field to: CSV (Comma delimited) (\*.csv)
- Click the Save button



# Import Students Instructions

| Column Name          | Required | Format   |
|----------------------|----------|--|
| OSPIBuildingCode     | Yes      | •Number used on state test reporting                                       |
| StudentSSID          | Yes      | •StudentSSID must be exactly 10 digits                                     |
| StudentFirstName     | Yes      | •Must be less than 50 characters long                                      |
| StudentMiddleInitial | No       | •Must be less than 1 characters long                                       |
| StudentLastName      | Yes      | •Must be less than 75 characters long                                      |
| StudentGrade         | Yes      | •Must be between 7 and 8   |
| StudentBirthDate     | Yes      | •Multiple formats accepted: yyyy-MM-dd, MM/dd/yyyy, MM.dd.yyyy, MM-dd-yyyy |
| ParentFirstName      | Yes      | •Must be less than 50 characters long                                      |

# Import Students



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⚠️ 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

⚠️ 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

### Import Students

Upload a CSV file with CBS application information for your students. Check out the [instructions](#) to learn about the file format and download the template [here](#).

No file selected...

[browse](#)

[Upload](#)

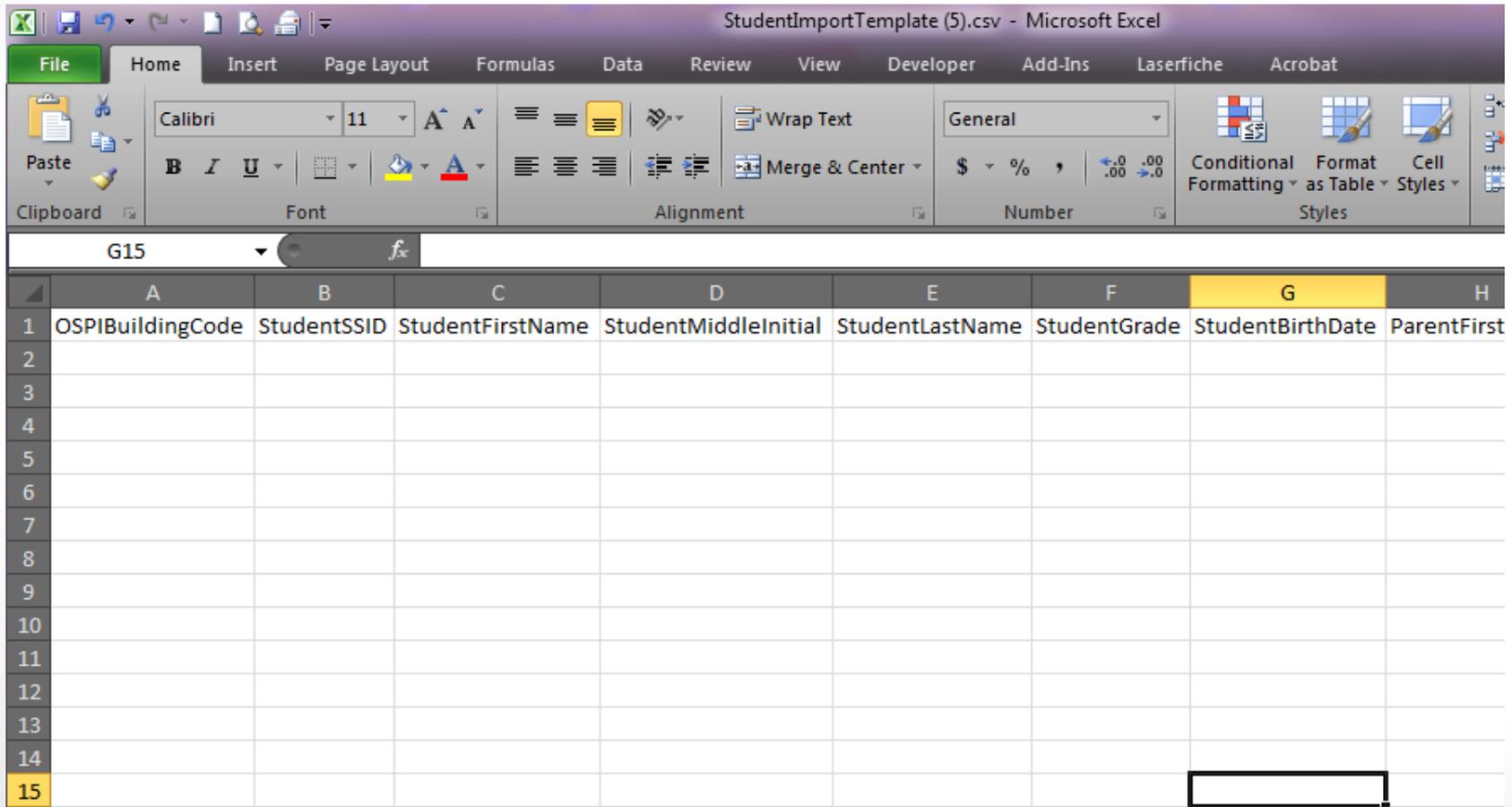
### Previous Imports

Filter by name...

[search](#)

No applications have been imported.

# Import Students File Template



The image shows a screenshot of Microsoft Excel with the following details:

- Title Bar:** StudentImportTemplate (5).csv - Microsoft Excel
- Menu Bar:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Add-Ins, Laserfiche, Acrobat
- Home Tab Ribbon:**
  - Clipboard:** Paste
  - Font:** Calibri, 11, Bold (B), Italic (I), Underline (U), Color, Background Color
  - Alignment:** Wrap Text, Merge & Center
  - Number:** General, Currency (\$), Percentage (%), Comma, Increase/Decrease Decimal (0.00)
  - Styles:** Conditional Formatting, Format as Table, Cell Styles
- Formula Bar:** G15
- Worksheet Grid:**
  - Columns:** A, B, C, D, E, F, G, H
  - Rows:** 1 through 15
  - Column Headers (Row 1):** OSPIBuildingCode, StudentSSID, StudentFirstName, StudentMiddleInitial, StudentLastName, StudentGrade, StudentBirthDate, ParentFirst
  - Cell G15:** Contains a black rectangular box.

# Import Students



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 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

### Import Students

Upload a CSV file with CBS application information for your students. Check out the [instructions](#) to learn about the file format and download the template [here](#).

No file selected...

 browse

Upload

### Previous Imports

Filter by name...

 search

No applications have been imported.

# Choose File to Upload



## Middle School Toolbox

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[import students](#)

⚠️ 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

⚠️ 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

### Import Students

Upload a CSV file with CBS application information for your students. Check out the [instructions](#) to learn about the file format and download the template [here](#).

MySchoolUpload.csv [change](#)

[Upload](#)

### Previous Imports

[search](#)

No applications have been imported.

# Error Messages



## Middle School Toolbox

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[import students](#)

⚠️ 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

ℹ️ 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

### Import Students

Upload a CSV file with CBS application information for your students. Check out the [instructions](#) to learn about the file format and download the template [here](#).

No file selected...

browse

Upload

### Previous Imports

Filter by name...

search

No applications have been imported.

### Row Errors

| Error                    | Rows |
|--------------------------|------|
| StudentGrade is required | 2    |

# Fixing Errors

|   | A                | B                | C           | D             | E             | F            | G            | H            |        |
|---|------------------|------------------|-------------|---------------|---------------|--------------|--------------|--------------|--------|
|   | OSPIBuildingCode | OSPIBuildingName | StudentSSID | StudentFirstN | StudentMiddle | StudentLastI | StudentGrade | StudentBirth | Parent |
| 2 | 9648             | Brass MS         | 9087654321  | Wynton        | L.            | Marsalis     |              | 11/12/2001   | Mama   |
| 3 | 9648             | Brass MS         | 9807654321  | Miles         | R             | Davis        | 7            | 1/4/2002     | Mothe  |
| 4 | 9648             | Brass MS         |             | Arturo        |               | Sandoval     | 8            |              | Father |
| 5 |                  |                  |             |               |               |              |              |              |        |
| 6 |                  |                  |             |               |               |              |              |              |        |
| 7 |                  |                  |             |               |               |              |              |              |        |

# Choose File to Upload



## Middle School Toolbox

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⚠️ 4 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

ⓘ 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

### Import Students

Upload a CSV file with CBS application information for your students. Check out the [instructions](#) to learn about the file format and download the template [here](#).

MySchoolUpload.csv [change](#)

[Upload](#)

### Previous Imports

[search](#)

No applications have been imported.

# File Upload Success



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- [student lookup](#)
- [import students](#)



⚠ 6 application(s) still need parent/student signatures. [Print Missing Information Letters here](#)

ⓘ 3 application(s) are missing vital information such as SSID, grad year, or address. [View them here](#)

### Success!

There were no errors in your file and all the students have successfully been entered into the system.

|   |   |
|---|---|
| New applications entered  | 0 |
| Existing applications updated                                       | 2 |
| Existing applications that were skipped because no data was changed | 0 |

- [Print Missing Information Letters](#)
- [Back to Dashboard](#)
- [Import Details](#)

# File Upload Reminders

- Column headers must match template
- No spaces in column header names
- Must include all columns, even if you've not included any information
- Do not include periods in middle initials

# College Bound Reminders

## Deadline

- June 30 of 8<sup>th</sup> grade year.

## Why names not on list?

- Use the Student Lookup button in the MS Toolbox.

## Data Matches

- OSPI - Occurs four times per year for new College Bound students. Weekly updates for previously matched students.
- DSHS – Occurs twice per year.

# Need Assistance?

**Christina Richmond**

[ChristinaR@wsac.wa.gov](mailto:ChristinaR@wsac.wa.gov)

360.753.7785