

HONORS AWARD IDENTIFICATION INSTRUCTIONS

Please follow the instructions below to identify students eligible for a Washington State Honors Award.

Step 1: Review Minimum GPA Eligibility

- Create a preliminary list that identifies all students in grade 12 that have a cumulative grade point average (GPA) of 3.92 or higher. This GPA threshold reflects the top ten percent of GPAs statewide. Weighted GPAs should not be considered.

Step 2: Evaluate Identified Students Assessment Results

- Using criteria developed by the school and/or district, evaluate the assessment history of each identified student from Step 1 to determine that they have demonstrated academic achievement in both English Language Arts (ELA) and Mathematics.
- Schools may use the Scholastic Aptitude Test (SAT), American College Test (ACT), the statewide ELA and Math assessment, and local assessments to evaluate students' academic achievement. It is up to each school and/or district to determine how a student demonstrates academic achievement, and which assessments are used to make these determinations.
- If an identified student did not demonstrate applicable academic achievement, then they should be removed from the list of preliminarily identified students.

Step 3: Verify Other Program Requirements

- Verify that each remaining identified student from Step 2 has completed at least 75 percent of the credits required for graduation and was enrolled in at least three academic core subjects (English, mathematics, science, social studies, the arts, and languages other than English) in grade 12.
- If a student does not meet these requirements, then remove them from the list of identified students.
- The remaining students on this list are now your final students that will receive a Washington State Honors Award after successful submission on the part of your school. It is recommended schools retain this list for at least one year.

Step 4: Complete and Submit Information to OSPI

- Complete and submit the 2025 Washington State Honors Award Submission survey found at: <https://survey.alchemer.com/s3/8217915/2025-Washington-State-Honors-Award-Submission-Survey>
- This survey will ask for the total number of students receiving an Honors Award and the contact information for the point of contact from your school. The survey does not ask for, nor does OSPI collect specific individual student information for this process.

Next Steps

Once the 2025 WA State Honors Award Participation Timeline has ended on May 9th, your school will receive an email with further instructions and a fillable PDF of the 2025 Washington State Honors Award Certificate to be awarded to each student on your final list. This email will be sent no later than May 16th and will be sent to the email address provided in the submission survey.

