

Washington Office of Superintendent of **PUBLIC INSTRUCTION**

2024-25 Running Start Enrollment Verification Form

Student	Student Name:				Check if this is a revision					
	Last Name First Name MI					New Student				
	Home Phone: Cell Phone:					Returning Student				
	mail Address: High School SID#:					□ Student Enrolled in Multiple Colleges				
S	Responsible Parent/Guardian:									
	College: College SID #: Form (SQEAF) attached.									
							Start Funding L	tart Funding Limit Table		
	Students who are currently FRPL-eligible (or anytime in the past five school years) may receive tuition and				Enrolled High School			Available College Enrollment		
	fee waivers from a college. Is the student currently or previously eligible for FRPL? □ Yes □ No HS Counselor Initials:				Weekly Minutes			Max	Max	
	The parent or quardian signature below provides permission to share FRPL eligibility status only with the college				based on high school bell schedule		FTE	Allowed FTE	Credits	
	for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect				0	- 8	0.00 - 0.00	1.40	21 *	
	the student's eligibility for access to Running Start or free receiving the information will not share the information				9	- 124	0.01 - 0.07	1.33	20 *	
					125 225	- 224 - 341	0.08 - 0.13		19 * 18	
d	Parent/Guardian Signature: Date: School Year: College Term: □ Quarter □ Semester				342	-	0.21 - 0.27	1.13	10	
/Rep					458 558	- 557 - 674	0.28 - 0.33	1.07 1.00	16 15	
sor/	High School:					- 790	0.34 - 0.40	0.93	15	
qVi	District: Grade Level:				791 891		0.48 - 0.53	0.87	13	
₹ L	District: Grade Level: 🗆 11th 🗆 12th 🗆 5th Year Sr ^o					-,	0.54 - 0.60	0.80	12 11	
Running Star	For the college term ^a above, the student will be enrolled in high school and skill center classes equaling full-time equivalent (FTE). Student may register for a maximum of				1,008 1,124	,	0.68 - 0.73	0.73	11	
ing	college gradite without incurring college twition costs, based on the above stated high school/skill				1,224	,	0.74 - 0.80	0.60	9	
uun	iter FTE.				1,341 1,457		0.81 - 0.87 0.88 - 0.93	0.53	8	
82 R	Comments: 1,5					- or more	0.94 - 1.00	0.40	6	
* Studer						ents should check with college about the maximum number lits allowed. Overages may require college approval.				
Counselor										
Ino										
School	Recommended Running Start Classes:									
High S	College Course (Dept. & Number)	# of College Cred	its	High School I	Equivale	ency	# of	HS Credi	ts	
I			=							
			=							
			=							
			=							
	Signature of High School Counselor Date Date Date Date Date Date Date Date									
	Signature of High School Counselor	ure of College Running S	ing Start Advisor/Rep Date							
High School Counselor Printed Name Phone Number College Running Start Advisor/Rep Printed N							ne Phone Number			
	I understand that:The student is responsible for understanding when their cho	ice of college course and cr	edit load v	vill result in tuition charges. If t	he studen	t enrolls for m	ore high school	and college	credits	
a	than are identified in the Running Start State Funding Limit Table, the student is responsible for: 1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or									
ē	2) withdrawing from the excess college or high school course(s).									
Įa	 The student is required to pay any class/lab fees charged for college classes. Enrollment in specific college classes cannot be guaranteed—even if the classes are needed to fulfill high school graduation requirements. 									
ש	 To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor. The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements. 									
Parent/Guardian	• If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer.									
<u>e</u>	After completing the college coursework, students are responsible for requesting offical college transcripts through the college's registrar office. Per the U.S. Department of Education of Educa									
	Per the U.S. Department of Education, "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the									
8	rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS									
lent	rules." I acknowledge that I have read and understand both sides of this form, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.									
Student										
• I	Student Signature (REQUIRED)	Date		Parent/Guardian Signature (R	EQUIRED	for students u	inder 18)	Date		

FORM SPI 1674 (4/2024) This is a 2-page form, with the details & instructions printed on page 2.

Questions: Students & Parents/Guardian, contact local high school; High school & college staff, email OSPI at SAFSEnrollment@k12.wa.us.

Key

- Colleges may limit the total number of college credits students can enroll in each term. Contact the college for maximum term credit policies.
- Δ For the fall college quarter and students enrolled in a high school with a trimester schedule, use the student's first trimester schedule. For the winter college quarter and students enrolled in a high school with a semester schedule, use the student's second semester schedule.
- Available for students who were attending Running Start in either their 11th or 12th grade year, limited to earning credits to meet district, charter school, or tribal compact school's graduation requirements only, and limited to no more than 63 college credits for all the 12th grade academic years (WAC 392-169-055(4)). These requirements also apply to students who do not intend to graduate from the district or school.

PURPOSE: The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.40 full-time equivalent (FTE) limitation. This form provides the college the FTE available for Running Start enrollment, provides the high school with the enrolled colleges classes, and notifies the student and their parents/guardians if tuition charges will occur. A different form (the Summer RSEVF) is used for the summer quarter.

The RSEVF is required to be completed each college term for each student enrolling in college classes through the Running Start program, including home-based and private school students. Students attending more than one college for any college term are required to have a separate RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right-hand corner of the RSEVF must be checked.

If the student's high school or college enrollment changes during the college term, a revised RSEVF must be completed and the appropriate box in the upper right-hand corner of the RSEVF must be checked.

FTE and Annual Average FTE (AAFTE) Limitations: Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.40 FTE for any month except in limited cases for December and January. The high school cannot exceed 1.00 FTE, except for students enrolled in a high school and skill center. The college can exceed 1.00 FTE, subject to college enrollment limits.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a 0.40 FTE. When a student's combined high school and skill center enrollment is less than 1.0 FTE, the standard Running Start calculation applies.

This 1.40 FTE limitation applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.40 AAFTE for the school year. High school and skill center AAFTE is the 10-month average of the FTE reported for the months September through June. Running Start AAFTE is the 9-month average of the FTE reported for the the TTE reported for the months October through June.

Students that exceed the 1.40 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

EXCEPTIONS WHEN STUDENT'S MONTHLY FTE CAN EXCEED 1.40: For high schools on a trimester calendar, when the high school second trimester and the college fall quarter overlaps in December, a Running Start student can be claimed for more than a 1.40 FTE for the month of December only. When planning for the fall college quarter, counselors should use the first trimester to determine the available FTE for fall quarter.

For high schools on a semester calendar, when the high school first semester and the college winter quarter overlaps in January, a Running Start student can be claimed for more than a 1.40 FTE for the month of January only. When planning for the winter college quarter, counselors should use the second semester to determine the available FTE for winter quarter.

When a student who is claimed for more than a 1.40 FTE in either the month of December or January for the reasons above, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.40 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.40 AAFTE and will calculate the reduced available FTE for the spring quarter. For students whose spring quarter available FTE is reduced, a completed SQEAF must be attached to the spring quarter RSEVF and the appropriate box in the upper right-hand corner of the RSEVF must be checked. Students attached to each college's RSEVF.

For more information refer to the annual bulletin regarding the 1.40 Running Start FTE limitation.

FERPA STATEMENT: Per the U.S. Department of Education, "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's

education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

INSTRUCTIONS FOR COMPLETING THE RSEVF

STUDENT SECTION: The RSEVF begins with the student completing the first section of the form. Students who are under the age of 18 at the beginning of the college term must provide their parent/guardian information. The student's high school student identification number is available at the high school guidance office. If the student does not know their college student identification number, refer to earlier completed RSEVFs. If the student is new to the program, the college SID is available on the processed college application.

HIGH SCHOOL COUNSELOR & RUNNING START ADVISOR/REP SECTION:

The high school counselor and Running Start advisor or representative complete this section.

Free and Reduced-Price Lunch (FRPL) Status: The high school counselor would check the appropriate box indicating if the student is currently eligible for FRPL or had been FRPL eligible any time in the past five school years. The counselor will initial—certifying the accuracy of this statement and the parent/guardian will provide their signature and date when the answer is "Yes." Students 18 and older are not required to provide a parent/guardian signature. This data is now required as part of RCW 28A.600.310. If districts choose not to use this form, they will need to develop another tool to share this information with their partner colleges.

School Year: Indicate the school year during which courses will be taken.

College Term: Select the college term that the student will be enrolling in. For colleges on a quarter calendar, indicate which quarter—Fall, Winter, or Spring. For colleges on a semester calendar, indicate which semester—1st or 2nd. A different form is used for the summer quarter.

High School and School District: Fill in the student's primary high school and resident school district. If the student is enrolled in a charter school or tribal compact school, leave "School District" field blank.

Grade Level: Indicate the student's grade level. Students in 11th and 12th grade are eligible to enroll in a Running Start program.

Fifth year 12th grade students are limited to taking Running Start classes that will fulfill the student's district, charter school, or tribal compact school's graduation requirements, pursuant to WAC 392-169-055(4), must have participated in Running Start during their 11th or 12th grade year, and are limited to 63 total college credits for their 12th grade academic years. These requirements also apply to students who do not intend to graduate from the district or school.

Determining the Student's High School FTE: FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. 1.0 FTE equals 1,665 weekly minutes. Refer to the high school and skill center master bell schedule available at the registrar or business administration office for the exact weekly minutes and the FTE for each class. Add the FTE for each enrolled class to determine the student's total high school and skill center FTE.

Determining the Student's Available Running Start FTE: Running Start FTE is based on the enrolled college credits. Fifteen college credits equal 1.0 FTE. Use the Running Start Funding Limit Table on the front page to determine a student's available Running Start FTE. Find the row with the student's high school and skill center FTE. Refer to the Max FTE column to determine a student's maximum Running Start FTE. The Max Credits column converts the maximum Running Start FTE to Running Start credits.

Recommended Running Start Classes: The student, with the help of the high school counselor and Running Start advisor or representative, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section is completed by the high school counselor.

Signatures of High School Counselor and Running Start Advisor or Representative: Both the high school counselor and Running Start advisor/representative should review the form for accuracy, enter their printed name, date, phone number, and signature.

STUDENT & PARENT/GUARDIAN SECTION: The student and parent/guardian should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form. Students 18 and older are not required to provide a parent/guardian signature.

DISTRIBUTION OF RSEVF AND RECORDS RETENTION: Copies of the completed form should be retained by both the high school and college. The original form is kept by the student and their parent or guardian.



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