August 12, 2019 ( ) Action Required

( X ) Informational

BULLETIN NO. 049-19 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES/OFFICE OF SYSTEM AND SCHOOL IMPROVEMENT

TO: Educational Service District Superintendents

School District Superintendents

School District Business Managers

School Building Principals

School Counselors

Public Charter Schools

Tribal Compact Schools

Community and Technical College Running Start Coordinators

Central Washington University, Eastern Washington University, Northwest Indian College, Spokane Tribal College, and Washington State University Running Start Coordinators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2019–20 Running Start Updates on 1.20 FTE Limitation and Changes to the Running Start Enrollment Verification Form (RSEVF) to Address Free and Reduced-Price Lunch (FRPL) Status Disclosure Requirements

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**PURPOSE**

This bulletin provides a review of current guidance related to the Running Start 1.20 Full-Time Equivalent (FTE) combined maximum limitation a student can be claimed for state funding.

**CHANGES FOR THIS BULLETIN**

This bulletin replaces Bulletin #038-18 dated May 9, 2018, and contains two important updates.

1. A change to the months a student’s FTE can exceed 1.20 has been made to accommodate high schools with a trimester calendar. When the high school’s second trimester overlaps with

the fall college quarter, the student’s FTE can exceed 1.20 for December only. However, when this occurs, the student’s spring quarter available FTE may be reduced so as not to exceed the 1.20 annual average FTE (AAFTE).

2. New fields have been added to the Running Start Enrollment Verification Form (RSEVF) for Free and Reduced-Price Lunch (FRPL) notification. The high school counselor will answer the question whether the student is eligible for FRPL and will provide their initials – certifying the accuracy of this statement. Additionally, when the answer is Yes, the student’s parent/ guardian will provide their signature and date giving their permission to share the student’s FRPL eligibility status.

**BaCKGROUND ON FTE AND ANNUAL AVERAGE FTE (aafte) LIMITATION**

A Running Start student’s enrollment in high school and college cannot be claimed for state funding for more than a 1.20 FTE in any month except in limited cases for December and January. Neither the high school nor college enrollment can individually exceed 1.0 FTE, except for students enrolled in a high school and a skill center. This 1.20 FTE limitation also applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment which exceeds 1.20 AAFTE for the school year. Students whose enrollment exceeds the 1.20 FTE or AAFTE will be charged tuition at the college for the credits in excess of this limitation.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.00 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student’s combined high school and skill center enrollment is less than 1.00 FTE, the standard Running Start calculation applies.

Running Start students enrolled in college vocational programs may exceed the 15 credit limit, but may be claimed for a maximum of 1.00 FTE. The college will be reimbursed for the 1.00 FTE.

There are two limited instances when a Running Start student’s enrollment can exceed 1.20 in a specific month. They are:

* When the high school second trimester and the college fall quarter overlaps in December, a Running Start student could be claimed for more than a 1.20 FTE for December only.
* When the high school first semester and the college winter quarter overlaps in January, a Running Start student could be claimed for more than a 1.20 FTE for January only.

When this occurs, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFTE would be exceeded.

High school FTE is based on enrolled instructional minutes; 1,665 weekly minutes equal 1.00 FTE. High school classes can vary and allowable passing time between classes can be counted. For exact calculated FTE for each class, refer to the high school’s bell schedule available through the registrar or business administration office.

College FTE is based on enrolled credits. Fifteen college credits equal 1.00 FTE in both quarter and semester calendars.

For examples and more information on the Running Start FTE and AAFTE limitation, refer to Attachment A – Clarifying Guidance on the 1.20 Running Start Full-Time Equivalent (FTE)

Limitation.

**RUNNING START ENROLLMENT VERIFICATION FORM (RSEVF)**

For each college term, students interested in taking Running Start classes must complete the RSEVF, available at the high school, and in consultation with a school counselor or a school official assigned to provide such guidance. The form calculates the available Running Start FTE based on enrolled high school and skill center FTEs. This form must be completed for all Running Start students, including home-based and private school students enrolled in a public high school for the purpose of accessing Running Start funding for their college coursework.

For Running Start students enrolling in more than one college, a separate RSEVF must be completed for each college. Careful attention must be taken to ensure a student enrolled in multiple colleges does not exceed the 1.20 Running Start FTE limitation.

In the event a student makes a change to either the high school, skill center, or college class schedule after the beginning of the college term, a new RSEVF must be completed. The high school counselor or other designated staff should check the “Check if this is a revision” box on the new RSEVF, reflecting the changes to Running Start FTE eligibility.

The student and parent/guardian, as well as high school and college officials, are required to sign the RSEVF acknowledging the 1.20 FTE limitation and the possibility of tuition being assessed if the FTE will be exceeded. For students who are 18 years or older, a parent/guardian signature is not required. All signatures on the form must be clear and accurate.

New fields have been added to the RSEVF for FRPL notification. The high school counselor will answer the question whether the student is eligible for FRPL and will provide their initials – certifying the accuracy of this statement. Additionally, when the answer is Yes, the student’s parent/guardian will provide their signature and date giving their permission to share the student’s FRPL eligibility status. Parental signatures are not required for students who are 18 years or older at the time of the completion of the form. For students who have a completed RSEVF in place for the next school year, there is no need to re-do the form due to these new fields.

**SPRING QUARTER ELIGIBILITY ADJUSTMENT FORM (SQEAF)**

The SQEAF is required to be completed for students who have been identified as being at risk of exceeding the 1.20 combined AAFTE. Specifically, this could occur for students who have been claimed for more than 1.20 FTE in December or January due to the overlapping of the high school and college terms. This form calculates the reduction of the student’s spring quarter eligibility and notifies parents, high schools, and colleges of this reduction. This form should be attached to the RSEVF for spring quarter, and a copy of the SQEAF must be attached to each college’s RSEVF.

**INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact the following:

* Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or email at [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us).
* Jason Boatwright, Program Supervisor, Multiple Pathways Dual Credit, regarding Running Start program aspects at 360-725-0436 or email at [jason.boatwright@k12.wa.us](mailto:jason.boatwright@k12.wa.us).
* The Office of Superintendent of Public Instruction (OSPI) TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins and Memoranda](http://www.k12.wa.us/BulletinsMemos/bulletins2019.aspx) page of the OSPI website.

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Attachment A: Clarifying Guidance on the 1.20 Running Start Full-Time Equivalent (FTE) Limitation

Attachment B: Running Start Enrollment Verification Form (RSEVF) (Rev. 8/2019)

Attachment C: Spring Quarter Eligibility Adjustment Form (SQEAF) (Rev. 8/2019)

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