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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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() Action Required

(X) Informational

BULLETIN NO. 027-24 SECONDARY EDUCATION AND PATHWAY PREPARATION

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District CTE Directors
School Building Principals
School Counselors
Public Charter Schools
Tribal Compact Schools
Community and Technical College Presidents
Community and Technical College Business Officers
Community and Technical College Running Start Administrators
State Board of Community and Technical Colleges
Washington Student Achievement Council
Public Baccalaureate Institution Presidents
Public Baccalaureate Institution Enrollment Vice Presidents
Public Baccalaureate Institution Running Start Administrators
Council of Presidents
Independent Colleges of Washington

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: UPDATE: Summer Quarter Running Start for Current Students, Including Rising 11th Grade Students and Class of 2024 Graduates

CONTACT: Tim McClain, Dual Credit Program Supervisor
201-341-2955, tim.mcclain@k12.wa.us

PURPOSE/BACKGROUND

In support of expanding equitable access to dual credit consistent with the Office of Superintendent of Public Instruction's (OSPI) priority of providing rigorous learner-centered options in every community, the legislature has established policies and made additional investments to provide access to Running Start for the 2024 summer quarter and beyond.

Through revisions to Washington Administrative Code (WAC) chapters 392-121 and 392-169 to open summer quarter Running Start at all participating institutions of higher education (IHE), and additional funding appropriated by the legislature, the expansion of Running Start into the summer term is intended to:

- Increase students' ability to access Running Start and complete an associate degree while in high school.
- Provide a high school credit recovery option for students who are ready for college-level work.
- Increase flexibility in students' course scheduling.
- Ease students' transition into college-level coursework through participation in the Running Start program.
- Ensure students can take full advantage of the increased 1.40 average annual full-time equivalent (AAFTE) available through Running Start by participating in the summer months.

REQUIREMENTS FOR ELIGIBILITY AND ACCESS

STUDENTS WHO HAVE AVAILABLE AAFTE

For Running Start-eligible students who have **not** met the 1.40 AAFTE enrollment limitation, the 2024 summer quarter is accessible at all IHEs offering Running Start for a maximum of 10 credits. This applies to the following students:

- Students completing the 10th grade (rising juniors).
- 11th grade students (rising seniors), regardless of whether they have participated in Running Start previously.
- Non-graduating 12th grade students, regardless of whether they have participated in Running Start previously. These students would be considered fifth-year seniors in the fall of 2024, so they are **not** limited to taking only the specific summer quarter college courses that satisfy high school graduation requirements.
- Non-graduating fifth-year and beyond seniors who have not reached the 63-college credit limit for all senior years combined and have not met the credit requirements to earn a high school diploma. These students must have participated in Running Start previously and are limited to specific college courses that would satisfy high school graduation requirements within their remaining FTE capacity.
- Homeschool students who will be eligible to be in the 11th or 12th grade in the fall of 2024 based on the grade placement policies of the local education agency (LEA).

Summer quarter Running Start is considered a continuation of the standard school year for the purposes of AAFTE reporting and class standing. As enrollment limitations are based on the standard school year AAFTE, some currently enrolled Running Start students may not have available AAFTE to enroll in the full 10-credit maximum. Rising juniors, on the other hand, will not have been claimed for any Running Start FTE and, therefore, are eligible for 10 credits without any AAFTE calculation needed.

STUDENTS WHO HAVE MET RUNNING START ENROLLMENT LIMITS OR GRADUATED WITH THE CLASS OF 2024

Separate after-exit funding (see page 5) makes the 2024 summer quarter accessible for three additional groups of students:

- Graduating seniors who are within 15 credits of earning their first associate degree, regardless of their AAFTE. These students may only take courses required to earn their associate degree at community or technical colleges, up to a maximum of 15 credits.
- 11th and 12th grade Running Start students who have met or exceeded the 1.40 AAFTE enrollment limit. These students may enroll for a maximum of 10 college credits at any institution offering Running Start.
- Non-graduating fifth-year or beyond seniors who have met their enrollment limit for all senior years combined but have not completed the credits required to graduate. These students may enroll for a maximum of 10 college credits at any institution offering Running Start but are limited to only the specific college courses required to complete their high school graduation requirements.

SUMMER RUNNING START SUMMARY CHART

The chart below is intended to clarify the following:

- Student eligibility.
- Course eligibility and postsecondary credit limits.
- The process by which participating students should be tracked and reported.

Standard Summer Running Start (1.40 AAFTE Limitation)

Eligible Students	Requirements	Summer Course Availability	Enrollment and Reporting Process
Rising Juniors	Completed 10th grade or eligible to enroll in 11th grade in fall 2024 based on district grade placement policies.	10 college credits. No AAFTE calculation needed. No impact to 11th grade AAFTE.	Students complete a Summer Running Start Enrollment Verification Form (RSEVF) . IHEs will claim student enrollment on the P223RS form based on a July and August count day.
Rising Seniors	Completed 11th grade or eligible to enroll in the 11th or 12th grade in the fall based on district grade placement policies.	Only as many credits as available under the 1.40 AAFTE limit, up to a maximum of 10 college credits.	

Standard Summer Running Start (1.40 AAFTE Limitation) Continued

Eligible Students	Requirements	Summer Course Availability	Enrollment and Reporting Process
Non-Graduating Seniors	Current 12th grade students who will not graduate in June with the Class of 2024.	<p>Only as many credits as available under the 1.40 AAFTE limit, up to a maximum of 10 college credits.</p> <p>Not classified as fifth-year seniors until fall 2024, and therefore not limited to specific college courses satisfying high school graduation requirements.</p>	LEAs will report summer enrollment in July and August through the P223 process.
Non-Graduating Fifth-Year and Beyond Seniors	Students currently in a second (or third) 12th grade year who will not graduate in June with the Class of 2024.	<p>Only as many credits as available under the 63-college credit limit for all senior years combined, up to a maximum of 10 college credits.</p> <p>May only take courses meeting high school graduation requirements.</p>	
Homeschool Students	Students in home-based instruction with a Declaration of Intent to Homeschool eligible to enroll in the 11th or 12th grade in the fall based on the grade placement policies of the LEA.	<p>Only as many credits as available under the 1.40 AAFTE limit, up to a maximum of 10 college credits.</p> <p>If in a third year of Running Start, may take only courses meeting high school graduation requirements, regardless of intent to earn a high school diploma.</p>	

After-Exit Summer Running Start

Eligible Students	Requirements	Summer Course Availability	Enrollment and Reporting Process
<p>Graduating Class of 2024 Seniors</p>	<p>Graduating 12th grade students—regardless of available AAFTE—who are within 15 college credits of an associate degree and enroll in a community or technical college for summer quarter only.</p>	<p>Only the specific courses required to complete their first associate degree at a community or technical college, up to a maximum of 15 college credits.</p>	<p>Graduating students and those meeting or exceeding Running Start enrollment limits must complete an After-Exit Declaration of Intent form at the high school or LEA to verify AAFTE and/or graduation status and, for graduates, ensure the students’ high school enrollment continues until grades from the summer college term are received for transcription purposes.</p>
<p>Continuing Students</p>	<p>Current 11th or 12th grade students who met the 1.40 AAFTE enrollment limit during the standard school year.</p>	<p>May enroll for a maximum of 10 college credits at any institution offering Running Start.</p>	<p>IHEs will verify the students’ eligibility prior to enrollment and complete the After-Exit Running Start Proviso Assurances form.</p>
<p>Fifth-Year and Beyond Seniors Meeting Enrollment Limits</p>	<p>Current fifth-year and beyond students who are not graduating and have met or exceeded the 63-college credit limit for all senior years combined.</p>	<p>May enroll for a maximum of 10 college credits at any institution offering Running Start.</p> <p>May only take courses meeting high school graduation requirements.</p>	<p>IHEs also must report enrollment directly to OSPI by August 15, 2024 using an Excel spreadsheet generated through ctcLink. The report must be submitted with the After-Exit Running Start Proviso Assurances form.</p> <p>Funding will be directed to the IHEs in their August 2024 apportionment.</p>

Important Note: Except in the case of fifth-year seniors, courses taken through Running Start in the 2024 summer quarter will have no impact on the student’s ability to access a full-time (1.40 AAFTE) Running Start course load for the 2024–25 school year.

ENROLLMENT REPORTING PROCESS

STANDARD SUMMER RUNNING START FOR STUDENTS WITH AVAILABLE FTE

Designated school staff will complete the Summer RSEVF, a new variation of the RSEVF developed by OSPI in collaboration with the State Board for Community and Technical Colleges (SBCTC) and Council of Presidents (COP). This form is used to determine student eligibility to enroll in the summer quarter, calculate available AAFTE capacity, record the college courses each student will enroll in, and indicate which high school credit requirements will be satisfied.

Participating IHEs will report their summer quarter enrollment based on a July and August count day on the monthly P223RS form to students' LEA. LEAs will also report the summer quarter enrollment on their P223 for the months of July and August. State funding for the summer quarter will be based on the two monthly counts.

To guarantee payment in their July and August apportionment, LEAs need to report the summer quarter enrollment in the same month the form is received from the college. LEAs are reminded that they retain 7% of the Running Start funding, which can be used to support summer Running Start administration and staffing.

As a result of the legislative appropriation of \$3 million in the 2024 supplemental budget to support student access to summer Running Start, an additional 30% will be applied to 2023–24 Running Start rates for summer enrollment. This allocation makes progress towards the discrepancy for summer session due to the misalignment of the two monthly counts with the enrollment and service periods at the college. The calculation for the July and August rate will be 130% of the standard Running Start rate and will be allocated through the traditional apportionment process. The additional 30%, however, will be allocated under a separate revenue code, 310010.

After-Exit Summer Running Start

Graduating seniors within 15 credits of an associate degree and students who have met or exceeded Running Start enrollment limits must complete an [After-Exit Declaration of Intent](#) form at the high school or LEA to verify graduation eligibility status or to confirm they have met Running Start enrollment limits either for the 2023–24 school year or, for fifth-year seniors, over multiple senior years combined. This ensures the students' high school enrollment continues until grades from the summer college term are received for transcription purposes. Students should be given a copy of this Declaration of Intent form to provide to IHEs to demonstrate their graduation and/or FTE status.

Community and technical colleges will be responsible for verifying that participating seniors are within 15 college credits of earning an associate degree and ensuring that graduating students are enrolling in only the specific courses needed to complete an associate degree, up to a

maximum of 15 college credits. Current non-graduating juniors, seniors, or fifth-year seniors who have met maximum enrollment limits may take up to 10 college credits. Students who are enrolled in the summer quarter by the term's add/drop deadline will generate funding based on the following per-credit amounts:

- \$171.90 for each non-vocational college credit
- \$187.82 for each vocational college credit

IHEs will report enrollment back to OSPI using an Excel spreadsheet generated through ctcLink. The report must be submitted directly to Becky McLean (becky.mclean@k12.wa.us) at OSPI by August 15th, with a completed [After-Exit Proviso Assurances](#) form. Enrollment reports must also be forwarded to all associated LEAs by August 15th, for transcription purposes. For each student, IHEs must include student and course information and the number of college credits for each course in which the student was enrolled.

OSPI will process these enrollment reports and allocate the base rate, single-count "after-exit" funding directly to the colleges in their August 2024 apportionment. Available "after-exit" enhancement funding will be allocated in January 2025.

COMPREHENSIVE EDUCATION DATA AND RESEARCH SYSTEM (CEDARS) REPORTING REQUIREMENTS

To capture the additional credits and degree completion accomplishments made available through this opportunity, LEAs must ensure their student information systems accurately reflect and report the summer Running Start participation for both students planning to return to high school in the fall and those students who are graduating members of the Class of 2024. The following CEDARS reporting requirements will ensure that credits accrued, on-time graduation rates, and multi-diploma data are accurately gathered and reflected in each LEA's 2023–24 data report.

Participating Class of 2024 seniors who meet graduation requirements but intend to utilize the "after-exit" funds to complete an associate degree may not be submitted to CEDARS as exiting with a school withdrawal code of "Graduated" until after the summer Running Start term has been completed. For the seniors who earn an associate degree as a result of their summer Running Start participation, they would be submitted as exited from the high school at or after the point at which final grades are received to ensure that an associate degree was earned and would be submitted with a school withdrawal code of "GM—Graduated with Multiple Diplomas."

If the students complete the summer Running Start quarter prior to the start of the next school year, they are considered the previous school year's graduates. LEAs will need to ensure that the summer Running Start outcome data is submitted to CEDARS in a 2023–24 submission. LEAs may continue to submit data in a 2023–24 CEDARS submission even after the start of the

2024–25 school year. CEDARS allows for the ongoing submission of data for all school years. The LEA may enter transcribed credits in a 2023–24 submission, exiting them in summer 2024 and transcribing the credits on their transcript as earned in summer 2024.

With respect to participating Class of 2024 seniors' transcripts, the resulting high school credits earned may not be posted on a transcript after the students' listed date of graduation. Consequently, the date of graduation may not be listed until after the end of the summer quarter. Transcribed college credits would be listed on the transcript under summer term 2024 and the college(s) attended would be listed under the schools attended section.

LEAs need to be mindful that summer graduates' data is captured in their student information system (SIS) and submitted to CEDARS prior to the close of the annual adjusted cohort graduation review. This window generally closes early- to mid-October. For any students who earn Running Start college credit over the summer, the courses would be transcribed to CEDARS in the same manner as 'regular school year' reporting, and these courses must be submitted in a 2023–24 submission.

While LEAs are not required to pend graduation for students, they are encouraged to do so if possible. Staff should meet with the small number of participating students, and their families, to ensure they understand that if a student wishes to be graduated prior to the completion of the summer Running Start term, the credits earned will not be transcribed to their high school transcript. The student will have the credits documented on their college transcript, just not on their high school transcript. Once a student has graduated, received a diploma, been submitted to CEDARS as a graduate, and been issued a high school transcript, an LEA will no longer be able to update this information.

Students and families must also be advised that final high school transcripts cannot be generated prior to the end of the summer quarter for students wishing to have their summer Running Start participation reflected. Students may provide IHEs with unofficial transcripts and should be encouraged to explain the circumstances to the IHEs Admissions Office. LEAs are encouraged to provide students and/or IHEs with formal letters verifying the students' participation in summer quarter Running Start.

SUMMER STAFFING AND COMMUNICATION

As recent legislation has ensured the availability of summer quarter Running Start in 2024 and beyond, high school and LEA leaders need to formulate an ongoing plan for serving students who wish to participate (including homeschool, private school, and transfer students) and communicating with the IHEs in which they enroll. LEAs are expected to ensure eligible students are aware of the opportunity and provide guidance, and support to students and families prior to summer quarter enrollment deadlines. LEAs bear the responsibility to ensure that families with limited English proficiency or other communication barriers are provided with appropriate support services to ensure their understanding of this opportunity.

Additionally, clear procedures and lines of communication are needed to ensure a prompt response to summer inquiries from students and postsecondary partners. Prior to the end of the school year, students, families, and IHEs should be notified of who to contact for summer Running Start support and when it will be available.

While enrollment reporting may be done retroactively, LEAs are encouraged to submit P223 reports in July and August to ensure that funding is received via those months' apportionment. If LEAs lack staffing support to run the P223 over the summer, they can retroactively report summer enrollment until November 25th. LEAs will then receive the additional funding in their January 2025 apportionment under a separate revenue code and will be required to send 93% of a potentially prorated amount of these funds to the IHE(s) that reported the summer enrollment. Again, LEAs are reminded that the 7% of Running Start funding retained may be used to defer costs associated summer staffing and administrative support.

RECOMMENDED DISTRICT ACTIONS

1. Determine which students and Class of 2024 graduates are eligible for summer Running Start courses.
2. In collaboration with postsecondary partners, formulate a summer communication and registration plan.
3. Communicate with eligible students about the possibility of summer options and confirm who is interested.
4. Support students with completing the enrollment process, including students currently engaged in a private or homeschool educational experience who need assistance.
5. Ensure appropriate staff know which graduates to keep enrolled for the summer.
6. Inform families about available summer staff and communication channels for eligible students, including those in the service area currently engaged in a private or homeschool educational experience who may need support when building staff are on leave.

INFORMATION AND ASSISTANCE

For general questions regarding the summer quarter Running Start process, please contact Tim McClain, Dual Credit Program Supervisor, at 201-341-2955 or email tim.mcclain@k12.wa.us.

For fiscal and enrollment reporting questions, contact Becky McLean, Enrollment Reporting Program Manager, at 360-725-6306 or email becky.mclean@k12.wa.us.

For CEDARS questions, contact Student Information using the AskSI@k12.wa.us email inbox. The OSPI TTY number is 360-664-3631.

Questions pertaining to the community and technical colleges may be directed to Jamie Traugott at jtraugott@sbctc.edu.

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Questions pertaining to the public, four-year institutions may be directed to Julie Garver at jgarver@councilofpresidents.org.

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

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

Rebecca Wallace
Assistant Superintendent
Secondary Education and Pathway Preparation

Kim Reykdal
Director
Graduation and Pathway Preparation

CR:tpm

Attachment(s): Summer 2024 RSEVF; After-Exit Running Start Declaration of Intent; After-Exit Proviso Assurances

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