Washington Office of Superintendent of
PUBLIC INSTRUCTION

Summer Running Start Enrollment Verification Form

Student

Name (Last, First): _____

Phone: _____ Email: _____

High School: _____

High School SID #: _____ District: _____

College: _____ College SID/ctcLink #: _____

☐ Check if you are **NOT** pursuing a diploma through the school district (i.e., you are in home school, a private school, or seeking a college-issued diploma). ∞

Counselor or Authorized HS/District Administrator

☐ Check if this is a revision ☐ Student Over 18

☐ New Student ☐ Returning Student

☐ Homeschool Student ☐ Private School Student

☐ Student Enrolled in Multiple Colleges (Requires separate RSEVF for each college.) Name(s) of additional college(s):

_____

_____

FRPL eligibility in past 5 yrs. ◊ ☐ Yes ☐ No

Intended Running Start Classes (by Student)			High School Equivalency (by Counselor/Administrator)	
College Course (Dept. & Number)	# of College Credits		High School Equivalency	# of HS Credits
		=		
		=		
		=		

Available College FTE/Credits (by Counselor/Administrator)

If any of the boxes below are checked, there is no need to complete the table below. The student qualifies for 10 credits for the summer quarter.

The student: ☐ Is a rising junior (completing the 10th grade this year).

☐ Is a junior and took no Running Start classes this year.

☐ Is a senior, will not graduate in June, and took no Running Start classes this year.

☐ Took no high school classes and no more than 18 college credits per college term through Running Start this year.

Complete the table for any student who took a combination of HS and Running Start classes or more than 18 college credits per college term.

Student Grade Level: ☐ 10th ☐ 11th ☐ 12th but not graduating ☐ 12th **delaying** graduation (evidence required) ° ☐ 5th Year Sr *

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	AAFTE
High School FTE											0.00
College FTE											0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

** Complete the shaded fields. The available summer quarter college FTE and credits will calculate below.*

This student has:	• 0.00	Available AAFTE for summer quarter
	• 0.00	FTE that can be claimed for each month, July and August
	• 0.00	Number of college credits for the summer quarter

Comments: _____

High School/District Signature: _____ **College Signature:** _____

HS Printed Name/Title: _____ **College Printed Name/Title:** _____

HS Phone: _____ **Date** _____ **College Phone:** _____ **Date** _____

Student & Parent/Guardian Acknowledgement

I understand that:

- The student is responsible for understanding when their choice of college course and credit load will result in tuition charges. If the student enrolls for more high school and college credits that exceeds the 1.40 Annual Average FTE, the student is responsible for: 1.) paying all college tuition and fees associated with exceeding the college credits identified above or 2.) withdrawing from the excess college course(s).
- Unless waived based on family income, the student is required to pay any class/lab fees charged for college classes.
- The school/district must share FRPL eligibility with the college to ensure access to tuition/fee waivers. Individuals receiving the information will not share it with any other entity or program.
- Enrollment in specific college classes cannot be guaranteed—even if the classes are needed to fulfill high school graduation requirements.
- 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.
- Students pursuing a HS diploma through the district must complete annual High School and Beyond Plan requirements in the SchooLinks platform. (Exceptions may be made for seniors in schools during the first year of SchooLinks implementation only.)
- If the student plans to transfer, it is the student's responsibilitiy to determine college admissions policies/deadlines and whether earned college credits will transfer.
- After completing their college coursework, students are responsible for requesting offical college transcripts through the college's registrar's office.

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 parent[s] [or guardian(s)] 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 parent[s] [or guardian(s)], without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

I acknowledge 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 Signature (Required) Date Parent/Guardian Signature (Required for students under 18) Date

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

Key

⚯ Students who are pursuing a high school diploma issued by the school district are responsible for ensuring that Running Start courses taken meet local graduation requirements. High School and Beyond Plan requirements must also be met and tasks/assignments must be completed in the SchooLinks platform.

◊ Per RCW 28A.600.310, school districts must provide documentation of a student's low-income status or free and reduced-price lunch (FRPL) eligibility directly to colleges. Typically, the RSEVF is the mechanism by which that is accomplished. If FRPL information is not readily available to high school counselors, they must contact their Child Nutrition Services (CNS) office to request it or establish a process by which it can be shared directly by CNS.

° Seniors with available AAFTE may delay graduation to participate in summer Running Start. However, the student is responsible for providing evidence or assurances that the appropriate steps have been taken with school leadership or the district registrar to keep the student's academic record open. **Students who are formally graduated and enroll for summer college courses will be responsible for tuition and fees.** Note: Students meeting graduation requirements should be permitted to walk in graduation ceremonies without being formally graduated in the districts student information system.

* For the summer term, "5th Year Sr" refers to a student currently in a fifth year, not a non-graduating first-year senior. Continuing Running Start students in a fifth year or beyond are limited to earning credits to meet district, charter school, or tribal compact school's graduation requirements only, and may enroll in no more than 63 college credits for all 12th grade academic years combined (WAC 392-169-055). Students may not enroll in Running Start for the first time in a fifth year or later. These requirements also apply to students who do not intend to graduate from the district or school.

PURPOSE: The Summer Running Start Enrollment Verification Form (RSEVF) is a tool to determine which students are eligible to enroll in the summer quarter and what their available AAFTE is for the summer quarter. Additionally, this form provides the college and high school with the enrolled college classes and notifies the student and their parents/guardians if tuition charges will occur.

The Summer RSEVF is required to enroll in the summer quarter for each student registering for college classes through the Running Start program, including home-based and private school students. Students attending more than one college for summer quarter are required to have a separate Summer RSEVF for each college. When a student will attend multiple colleges, the appropriate box in the upper right-hand corner of the form must be checked and the name(s) of the college(s) provided.

If the student's college enrollment changes during the summer quarter, a revised Summer RSEVF must be completed and the appropriate box in the upper right-hand corner of the form must be checked.

Eligibility for the Summer Quarter: Students who meet a specific grade level requirement and who have available AAFTE after June are eligible to enroll in Running Start for the summer quarter for a maximum of 10 college credits.

Grade Level Requirement: Students who will complete grade 10, are in grade 11, or are in grade 12 but will not graduate at the end of the standard school year would meet the grade level requirement to enroll in Running Start for the summer quarter. Homeschool students must be deemed eligible to enroll as 11th grade students in the upcoming fall term based upon the grade placement policies of the district through which they intend to access Running Start.

Available Annual Average FTE (AAFTE) Limitation: 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 eleven months, October through August.

Students enrolled in both high school and college can be claimed for up to a combined 1.40 AAFTE for the school year. The high school cannot exceed 1.00 AAFTE but the college can claim up to a 1.40 AAFTE.

INSTRUCTIONS FOR COMPLETING THE SUMMER RSEVF

STUDENT SECTION (Top Left): The Summer RSEVF begins with the student completing the first section of the form, including:

- Their name, phone number, and email.
- Their high school and school district.
- Their high school identification number. If unknown, the school counselor, main office, or district staff can assist.
- The college name.
- Their college student identification number. If unknown, refer to an earlier completed RSEVF or contact the college.
- Acknowledgement of whether the student intends to earn a high school diploma through the school district or public charter or tribal school.
- The college classes and number of credits the student intends to register for. Students who are unsure of what to take should work closely with school counselors and college advisors to select the appropriate courses, ensure they align with their High School and Beyond Plan and/or degree requirements, and maximize Running Start eligibility.

SCHOOL COUNSELOR OR HS/DISTRICT ADMINISTRATOR (Top Right): The high school counselor or authorized administrator completes the following:

- **The upper right-hand boxes**, indicating whether:
  - The RSEVF is a revision.
  - The student is over 18.
  - The student is new or returning to Running Start.
  - The student is homeschooled or attends a private school.
  - The student intends to enroll in more than one college for the summer quarter and the other college(s) they may be attending.
  - The student was FRPL eligible ◊ in the past 5 years.
- **For each requested college class**, the high school equivalency fields and number of high school credits.
- **Available College FTE/Credits section:**
  - First, determine if the student meets any of the following and check the appropriate box:
    - Is a rising junior (current sophomore).
    - Is a junior and took no Running Start classes.
    - Is a senior, will not graduate in June, and took no Running Start classes.
    - Took no high school classes and no more than 18 college credits per college term.

    If any box is checked, the student is eligible to enroll in up to 10 college credits for the summer quarter.
  - For students who took a combination of high school and Running Start classes or took more than 18 college credits per college term, using the table provided, input the FTE that the student was claimed each month, both by the high school and the college. Students enrolled in both a skill center and high school who have been claimed for a combined FTE more than a 1.0 in any month should be entered as a 1.0 FTE for that month. The table will calculate the AAFTE as of June, determine the AAFTE available for the summer quarter, and the number of college credits the student can enroll for.
  - **Grade Level:** Indicate the student's grade level.

COLLEGE RUNNING START ADVISOR/REPRESENTATIVE: The college Running Start advisor or representative should review the form for accuracy and provide their signature, title, and contact information. When there are incomplete fields or apparent errors, college advisors/representatives are encouraged to work with the student or school counselor to correct them before or in lieu of returning the form to the high school.

STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENT SECTION (Bottom): 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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