

PURPOSE: The Summer 2023 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 capacity is for the summer quarter. Additionally, this form provides the college and high school with the enrolled colleges classes and notifies the student and their parents/guardians if tuition charges will occur.

The Summer 2023 RSEVF is required to be completed to enroll in the summer 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 Summer 2023 RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right-hand corner of the form must be checked.

If the student's college enrollment changes during the summer quarter term, a revised Summer 2023 RSEVF must be completed and the appropriate box in the upper right-hand corner of the form must be checked.

Eligibility for the Summer 2023 Quarter: Students who meet a specific grade level requirement and who have available AAFTE capacity after June 2023 are eligible to enroll in Running Start for the summer 2023 quarter.

Grade Level Requirement: Students who are currently in 11th grade for 2022-23, or are in 12th grade 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 2023 quarter. Students who are in 10th grade for 2022-23 and will be in 11th grade for 2023-24 do not qualify.

Available Annual Average FTE (AAFTE): Students enrolled in both high school and college can be claimed for up to a combined 1.20 AAFTE for the school year. Neither the high school nor college enrollment can individually exceed 1.00 AAFTE. 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 months October through June. Students that exceed the 1.20 FTE or AAFTE may be charged tuition by the college for credits in excess of this limitation. For more information refer to the annual bulletin regarding the 1.20 Running Start FTE limitation.

After June, students who have not met the 1.20 combined high school/college AAFTE limitation or the college 1.00 AAFTE limitation would have available AAFTE capacity to enroll in the summer 2023 quarter.

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/guardians 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/guardians, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

INSTRUCTIONS FOR COMPLETING THE SUMMER 2023 RSEVF

STUDENT SECTION: The Summer 2023 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 (SID) is available at the high school guidance office. If the student does not know their college student identification number (SID), 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 and School District: Fill in the student's primary high school and resident school district. For students enrolled in private school or receiving homebased instruction, indicate the high school and/or district they are enrolled in for the purpose of attending Running Start. If the student is enrolled in a charter school or tribal compact school, leave "School District" field blank.

HIGH SCHOOL COUNSELOR & RUNNING START ADVISOR/REP SECTION: The high school counselor and Running Start advisor or representative complete this section.

Eligibility for the Summer 2023 Quarter: High school and/or designated district staff complete this section for all students including home-based and private school students to determine if they meet the grade level requirement and have available AAFTE capacity to enroll in summer 2023 Running Start. 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 2023 quarter, and the number of college credits the student can enroll in. The district staff that completed the table should provide their printed name, a signature, and date.

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." 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.

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 or other designated district staff and the 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 SUMMER 2023 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/guardian.



FORM SPI 1674Summer by Office of Superintendent of Public Instruction is licensed under a Creative Commons Attribution-Non Derivatives 4.0 International License.