

Running Start for FALL 2022

Earn College Credit in High School

What is Running Start? Running Start is intended to provide students in grades 11 and 12 a program option consisting of attendance at certain institutions of higher education and the simultaneous earning of high school and college/university credit.

Running Start Students and their families do not pay tuition, but they do pay college fees and buy their own books, as well as provide their own transportation. Students receive both high school and college credit for these classes and therefore accelerate their progress through the education system.

Step-by-Step: How to Sign Up for Running Start:

To successfully enroll in Running Start, you must follow these steps, in order.

Step 1: Attend the Running Start Information Sessions at the college you are interested in.

Step 2: Pick up this packet and read it thoroughly with your parents

Step 3: Apply directly to the college ONLINE.

Step 4: Make an appointment with the college to take the placement test or to bring in your Smarter Balance test scores to determine placement.

Step 5: Submit this packet filled out to the MS Form associated with your counselor (located on the Counseling website). This will also act as your meeting appointment request with your counselor.

Step 6: Return the Fall Running Start Quarterly Release Form to the Running Start office at the college.

Step 7: Register for classes with the college. Remember to let your counselor know what you registered for.

Local Community & Technical College Info.

This is a list of the schools most commonly attended for Running Start by JHS students. Please note that most colleges have mandatory information or orientations sessions, which may be in advance of the deadlines listed below. Please check the college's website for this information.

| COLLEGE | WEBSITE | DEADLINE FOR FALL 2021 |
|--|--|------------------------|
| Bellevue College 3000 Landerholm Circle SE Bellevue, WA 98007 | www.bellevuecollege.edu/runningstart/ | September 21, 2022 |
| Cascadia College 18345 Campus Way NE Bothell, WA 98011 | www.cascadia.edu/advising/running_start.aspx | September 29,2022 |
| Lake WA Institute of Technology 11605 132 nd Ave Kirkland, WA 98034 | www.lwtech.edu/runningstart | September 26, 2022 |
| Central Washington University 120 228 th Ave NE Sammamish, WA 98074 | www.cwu.edu/runningstart/admissions | September 27, 2022 |



LAKE WASHINGTON SCHOOL DISTRICT RUNNING START INFORMATION *JUANITA HIGH SCHOOL*

I. Running Start College Credit while in High School

The Running Start (“RS”) program allows Washington State junior and senior students to attend community and technical colleges while still attending high school. This program allows qualified students to take college courses and apply the credits toward high school graduation and toward potential college degrees. Tuition is paid by the Lake Washington School District (“LWSD”).

1. To meet LWSD curriculum requirements for year-long English, US History, and Social Studies classes, LWSD Running Start students must successfully complete specific five-credit college courses. Year-long required high school classes are equivalent to one five-credit college course.
2. Some of the required courses are also offered online or combined online coursework with onsite class sessions at the community college. In general, online courses require an additional fee. Students are advised to check with the community college to confirm their financial responsibilities in advance of enrolling in these courses.
3. Students wishing to transfer college credits earned through the RS program to a baccalaureate institution are strongly **advised to verify the college course transfer equivalences and agreements in advance**. This is particularly important if the student is intending to apply to private institutions and/or colleges or universities outside the State of Washington.
4. Courses other than those listed by the counselor on the quarterly Enrollment Verification Form may not meet the LWSD graduation requirements. Students desiring consideration of courses other than those indicated must meet with and receive approval from their high school in advance of community college registration. A Community College / High School Course Equivalencies reference sheet is attached at the end of this handout.
5. Students in the LWSD will be required to complete their High School and Beyond Plans (HSBP) at their local high school, and meet Graduation Pathways Options (one way to complete this is by passing the SBA in both math and English/language arts). State testing retakes will be administered at the local high schools. Students who do not attend JHS for homeroom need to be in contact with the High School and Beyond Plan Coordinator. Both parties will maintain regular contact regarding graduation requirements and senior-related communications. It is the student’s responsibility to inquire about deadlines and expectations from the HSBP Coordinator via the student’s LWSD email or via arranged meetings.
6. Starting in the fall of 2011, the State Legislature began limiting the combined high school and college credits the State will fund for each student.
 - A student’s FTE will be figured on a quarterly basis by the high school counselor, in conjunction with the signing of the Quarterly Enrollment Verification Form (EVF), and is based on the number of minutes per week a student is in class at the local high school. The minutes per week is based on which and how many class periods are spent at the high school.
 - Whether the credits are paid by the student or tuition-free, RS students will continue to receive dual (high school and college) credit.

II. What are the qualifications to attend classes at community college?

1. The student must **pass a college placement test at the college** in order to take any college classes and be accepted for admission to the RS program. The student must contact the community college for the examination schedule and consult with their high school counselor regarding college plans. Students may also submit their SBA/ELA scores to determine placement. Students received those state test scores by mail and they can be found on Skyward.
2. Entrance into RS varies for each community college. All colleges require specific scores on placement exams or SBA's. Courses numbered 099 or below are not considered part of RS, and will not be funded under the program. (Students who take a course numbered 099 or below can enroll under the "Enrichment" program, but they will pay their own tuition. The only course below 100 that can be counted for high school credit is Intermediate Algebra.)
3. Students must have junior or senior standing in high school before taking courses through Running Start.
4. **For juniors** (class of 2024) in the Lake Washington School District, this includes:
 - Completion of 10th grade required course sequence, and
 - Meeting SBA ELA, SBA Math or other Graduation Pathway Option

For seniors (class of 2023) in the Lake Washington School District, this includes:

- Completion of 10th and 11th grade required course sequence, and
- Meeting SBA ELA, SBA Math or other Graduation Pathway Option

5. Students may be required to attend high school classes for the purpose of completing high school graduation requirements.
6. The student must be prepared to take college level courses and complete college level work. Meeting grade level standards and passing the State exams are indicators that the student is prepared for success at the college level.
7. The student must remember that while the student is taking the college level courses, they will be treated like a college student. Attendance may not be taken. Parents will not be notified if a student skips a class. Progress reports are not given. The high school is not responsible for the student's actions while attending the college classes.
8. Students who do not qualify for junior or senior standing will not be approved for entry to RS and their tuition fees will not be paid by the school district. Parents and students will be responsible for course fees in the case that students attend community college without adequate standing and approval as determined by counselor and administrator.

III. What else should I know?

1. The tuition for the college classes will be paid by the LWSD, providing qualifications to attend Running Start have been met. The student must take the course for credit (may not audit for non-credit). **The student shall notify the college and the high school immediately of any intention to drop a class.** Failure to notify the college and high school may result in the student reimbursing the district for tuition fees as well as receiving a failing grade in the class.
2. A 5-credit college course will equal 1.0 high school credit in the subject taken. Fifteen college credits per quarter equate to full-time college enrollment. When an approved RS class is taken and completed, the class and grade will appear on the high school transcript (no exceptions). Students may dual enroll at high school and at the community college.

Conversion of college credit to high school Credit for Lake Washington School District students:

| <u>College Credit(s)</u> | <u>H.S. Credit Applied to HS Transcript</u> |
|--------------------------|---|
| 5 | 1.00 |
| 4 | .80 |
| 3 | .60 |
| 2 | .40 |
| 1 | .20 |

3. LWSD will determine which classes taken at the community college will meet the requirements for high school graduation.
4. All students must live in the JHS attendance area. Students on a variance must return to their home district and /or their home school for administration of RS. The student, accessing the RS program, must live in the LWSD to receive college or high school credit from one of our high schools. If a student leaves the LWSD (is no longer enrolled), the college program will not be continued.
5. Summer school course work may not be taken as part of the RS program. All summer school course work will be at the student's expense. Credit earned in summer school may apply toward high school graduation.
6. Early completion of graduation requirements must be coordinated with the high school counselor and principal.
7. A student may not continue RS following successful completion of high school graduation by June of their graduation year. If an individual has not completed all graduation requirements, the student may continue in the RS program as a "second year" senior under specific rules.
 - A second-year senior is generally understood as being a student who has yet to meet high school graduation requirements as of the end of the student's 12th grade academic year. A second-year senior may continue in the RS program for "the sole and exclusive purpose of completing the particular course or courses required to meet high school graduation requirements..." (WAC 392-169-055).
 - If student does not utilize RS during the junior and/or senior year and fails a class at the high school during the junior and senior year, they cannot enroll in that class at the college through RS during their 13th year. A second-year senior can only continue in RS if they are enrolled in it during their junior or senior years.
8. Students and parents need to self-monitor progress in community college classes. High schools are notified of students' grades only at the end of the course.
9. Students must see their high school counselor for the required RS signature each quarter they wish to enroll in RS classes. **Students must call or email ahead to make an appointment with their counselor.**
10. There is no guarantee that students will be able to register for the classes desired at the community college. The earlier you register, the better your chance to get your desired courses.
11. Information will be available at the high school, but it is the student's and parent's responsibility to ensure that high school graduation requirements are being met and that junior/senior timelines, college applications, etc. are being followed. Students taking RS classes, especially those at college full time, should plan to check in regularly at the high school to stay informed. This includes reading the bulletins online, attending meetings, checking the PTSA's *Town Crier*, and having regular appointments with the high school counselor.

12. The LWSD is on a semester (18 week) schedule and the community colleges are on a quarter (11-12 week) schedule. Starting, ending, and vacation dates will be different. Missing school at one school because the other is not in session will not be accepted as an excused absence. It is sometimes difficult to coordinate daily schedules when attending each school part time. This is particularly challenging during exam periods. A student must not enroll in community college courses that conflict with his/her Juanita High School schedule.
13. The student must purchase his or her own books for the classes and pay any parking and/or incidental fees.
14. Students who drop out of RS mid-term or are no longer eligible for running start due to suspension by the college for poor academic performance will not be able to re-enter JHS classes until the beginning of the next term. **This may adversely affect graduation.**
15. RS students are eligible to participate in high school activities, including athletics, dances, assemblies, senior picture, Senior Celebration, and the graduation ceremony.
16. Students are responsible for officially dropping any JHS classes or community college classes before the drop deadlines (generally within the first 10 days of the semester). If a student decides to drop a class after the deadline they will receive an "F" grade for that term.
17. Diplomas will not be issued for RS students until grades are received from the community college and transcripts are finalized.
18. The student must furnish his or her own transportation to the community college.
19. For additional information, forms, deadlines, etc., refer to the community college websites:

Bellevue College: <http://bellevuecollege.edu/hsprograms/>

Cascadia College: http://www.cascadia.edu/programs/college_courses_high_school_students/running_start.aspx

Central Washington University: <https://www.cwu.edu/runningstart/>

Lake Washington Institute of Technology: http://www.lwtech.edu/explore_our_programs/running_start/default.aspx

I have read the Agreement for Participation in Juanita High School Running Start and understand all the requirements.

Student Signature _____ Date _____

Print Student Name _____

Student Email Address _____ Cell Phone: _____

Parent/Guardian Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Email Address _____

**If you cannot sign electronically, either print & scan, use 'markup' option on your device, or if on adobe choose tools, comments, and draw icon 

Juanita High School Running Start Expectations

This is a requirement for any student who intends to attend Running Start (full-time or part-time). This form outlines the expectations that Juanita High School students will be held to for Running Start.

| Parent Initial | Student Initial | Running Start Expectations, it is the student's responsibility to: |
|----------------|-----------------|---|
| | | At the beginning of the school year, it is your responsibility to come in to the JHS Library and reset your LWSD login. |
| | | Regularly check your LWSD email. |
| | | Check LWSD and Juanita website for changes in daily schedule. |
| | | Check Juanita Weekly Bulletin for updates regarding class meetings and graduation information. |
| | | Complete High School and Beyond Plan requirements associated with their grade. You may contact the HSBP Coordinator, via district email found on our website. |
| | | Request your Enrollment Verification Form at least 2 weeks prior to registration, through the preferred request method of your counselor. |
| | | Refrain from requesting an EVF the first week of the semesters. Dates to avoid contacting your counselor: 8/24-9/9 and 1/20-1/28 |
| | | Communicate with your counselor about what classes you intend to sign up for and which you do register for. Please address counselors formally and with respect. |
| | | Drop classes in the appropriate time frame either at Juanita (Schedule Change period) or at Running Start (Add/Drop period). |
| | | Understand that your Running Start schedule cannot interfere with your Juanita High School schedule. |
| | | Contact your counselor via email if you wish to have a meeting. You cannot show up without an appointment and expect to meet. |
| | | Refer to the course equivalency sheet and take the appropriate classes that your counselor went over with you. If unsure or need clarification, please consult with your counselor prior to registering for a different class. |
| | | Once you discuss needed classes for graduation it is the student's responsibility to make sure you are signed up for the correct equivalency classes, as counselors cannot see registered college courses until after deadline. |
| | | If you are electing to pursue a PE alternative (PE exam or Fitness Plan) your first attempt at passing should be done no later than Fall of Senior Year (less than half of students pass on their first attempt). |
| | | Please understand that once you are committed to Running Start, you are a college student and the responsibility of registration, grades, assignments etc. rests solely on the student . |

Student Signature

Parent Signature

**If you cannot sign electronically, either print & scan, use 'markup' option on your device, or if on adobe choose tools, comments, and draw icon 

HOW TO ESTABLISH ENGLISH 101 PLACEMENT FOR RUNNING START:

(Note: You can qualify for Running Start @ Cascadia College with an English 95 placement, but the program will only pay for courses at the 100-level or above.)

Bellevue College

| Bellevue College | | |
|-------------------------|---|--|
| Accuplacer score | <ul style="list-style-type: none">Place into English 101 on the Accuplacer | You can take this test through Bellevue College. Visit the BC website for testing information. |
| ACT | <ul style="list-style-type: none">Composite score of 22+ | You can access your score through your ACT account. |
| High School Transcript: | <ul style="list-style-type: none">Your (unofficial) transcript shows at least a 3.0 GPA | You can access your transcript through Skyward |
| SAT or PSAT | <ul style="list-style-type: none">Reading/Writing score of 480+ | You can access your scores through your College Board account. |
| SBA Scores | <ul style="list-style-type: none">You scored a 3 or 4 on the ELA SBA | You can access your SBA scores through Skyward. |

Cascadia College

| Cascadia College | | |
|--|---|--|
| Accuplacer score | <ul style="list-style-type: none">Place into English 95* or English 101 | You can take this test through Cascadia College. Visit the Cascadia website for testing information. |
| ACT | <ul style="list-style-type: none">Score of 19 on both Reading and Writing | You can access your score through your ACT account. |
| High School Transcript (12 th only) | <ul style="list-style-type: none">Second semester grade of B or higher in 11th grade English | You can access your transcript through Skyward |
| SAT | <ul style="list-style-type: none">Score of 480 on Evidence-Based Reading and Writing | You can access your scores through your College Board account. |
| SBA Scores | <ul style="list-style-type: none">You scored a 3 or 4 on the ELA SBA | You can access your SBA scores through Skyward. |

Lake Washington Institute of Technology

| Lake Washington Institute of Technology | | |
|--|--|--|
| High School Transcript (12 th only) | <ul style="list-style-type: none">3.0 PGA and higher | You can access your transcript through Skyward |
| LWTech English Placement Test | <ul style="list-style-type: none">Place into English 101 | You can take this test through LW Tech. Visit the LW Tech website for testing information. |
| Placement result from another college | <ul style="list-style-type: none">See above | See options above |
| SBA Scores | <ul style="list-style-type: none">You scored a 3 or 4 on the ELA SBA | You can access your SBA scores through Skyward. |

LWSD RUNNING START HIGH SCHOOL COURSE EQUIVALENCIES

Use this chart when planning how you will complete LWSD graduation requirements through the Running Start program.

- Not every class is offered every quarter at each college and not all courses are offered at every community college.
- It is in your best interest to cover graduation requirements as soon as possible to make sure you do not miss an opportunity to take a class needed for graduation.
- **Courses numbered 099 or below are not considered part of RS and will not be funded nor counted as college credit, however these courses may still count for high school credit.**
- Consult with your HS counselor when choosing classes to meet your high school graduation requirements.
- If you are earning a diploma from LWSD, you are required to take these specific courses to meet state and district requirements.

| HS Grad Rec | Bellevue, LW Tech, Cascadia | CWU |
|--|--|--|
| English | ENGL&101 and above (One 5 credit course EACH FOR English 11 & 12) | ENGL&101 and above (one 5 credit course EACH FOR English 11 & 12) |
| World History or Contemporary World Problems | HIST&101, HIST&102, HIST&103, HIST&126, HIST&127, or HIST&128 | Any history class above 100 level |
| US Government/Civics | POLS&202 | POLS&210 |
| US History | HIST&146, HIST&147 or HIST&148 | HIST&143 or HIST&144 |
| World History | BC: HIST&103 Cascadia: HIST&128 LW Tech: Not offered | HIST&103 |
| Washington State History | HIST&214 (Pacific NW History) (Not offered at LW Tech Not offered at LW Tech) | HIST&301 |
| Social Studies Elective | Economics, Psychology, Anthropology, Sociology, Political Science, International Relations, or agreed upon with your High School Counselor | Economics, Psychology, Anthropology, Sociology, Political Science, International Relations, or agreed upon with your High School Counselor |
| Math | Any Math course over 100 level (If you place into MATH&107 or lower consult with counselor) | Any Math course over 100 level (If you place into a lower-level math consult with counselor) |
| Science | Any Science course over 100 level (2.0 lab course classes and 1.0 elective science courses required for graduation) | Any Science course over 100 level (2.0 lab course classes and 1.0 elective science courses required for graduation) |
| World Language | Any World Language course over 100 level | Any World Language course over 100 level |
| Health | HLTH&250 or NUTR&101 | HED&101 |
| Career Tech Education (CTE) | Any Business, Computer, Technical or other class agreed upon with High School Counselor *See the CTE spreadsheet for more information. | Any Business, Computer, Technical or other class agreed upon with High School Counselor *See the CTE Spreadsheet for more information. |
| Physical Education | Any PE or Dance course (Cascadia does not offer PE) | Any PE or Dance course |
| Fine Arts | Any Art, Drama, Music, Theatre course above 100 level | Any Art, Drama, Music, Theatre course above 100 level |
| Electives | Any courses above 100 | Any courses above 100 |
| Math Equivalency: Algebra 1 = MATH&97 (Introductory Alg 1) OR MATH&98 (Essentials of Intermediate Algebra) Algebra 2 = MATH&99 | | Credit Equivalency 1.2 HS = 6.0 RS 1.0 HS = 5.0 RS 0.8 HS = 4.0 RS 0.6 HS = 3.0 RS 0.4 HS = 2.0 RS 0.2 HS = 1.0 RS |