

Student Name: _____

**Skyline High School
Running Start Agreement
2024-2025**

Student and parent/guardian initials and signatures on this agreement acknowledge an understanding and acceptance of the rules and responsibilities involved in Running Start by both parties. Please read each point and sign at the bottom of this form.

1. Students are responsible for maintaining full-time student status overall. Reducing credits on one campus requires adding credits at the other. **Students are required to get permission from their SHS counselor PRIOR to dropping a Running Start (RS) class**, and will be required to add classes at SHS to maintain full-time student status. It is the student's responsibility to monitor all drop deadlines at the college and at the high school.
2. Running Start students are off campus and will not be present for Flex Time or announcements regarding graduation, college applications and other important information. Therefore, it is the student's responsibility to check email regularly, read daily bulletins online, attend class meetings, read PTSA newsletters, sign up for eNews and check the SHS website to stay informed. eNews: www.issaquah.wednet.edu/news/ENews
3. An e-mail address and phone number must be provided for every Running Start student. If their e-mail or phone number changes they must contact their SHS counselor, the registrar, and update Student Access to keep it current. Please be sure to check this email on a regular basis as this is how school notifications will be sent.
4. **Participating in RS does not guarantee a Skyline parking pass. All RS students must go through the regular parking lottery process. Juniors are not guaranteed a parking spot.**
5. Colleges treat RS students as a college student and will not communicate attendance or academic problems to the parent or to the high school without a signed release. Students are to communicate directly with the college RS office or instructors with any college course concerns and reach out to their counselor if they are struggling.
6. RS students are responsible for completing their Running Start Enrollment Verification Form each quarter and registering for the classes agreed upon with the school counselor. Students must schedule an appointment with their counselor **PRIOR** to their registration window, and come prepared to the meeting with their form and the classes they wish to register for.
7. The earlier you register, the better the chances of getting your desired courses. Please be aware that there will be no course waivers or exceptions made for RS students in regards to graduation requirements. If students have concerns about getting into courses required to graduate on time, they should remain a full time student at Skyline High School. Monitoring all RS deadlines is the responsibility of the student.
8. Courses numbered 099 or below are not considered part of RS and will not be funded by the school district.
9. **Community college courses and transportation times CANNOT conflict with a student's SHS schedule. Students must take the SHS schedule and exam times into account when signing up for RS courses.**
10. Schedules at the community college and SHS greatly differ, including breaks. Missing school at one facility because the other is not in session will not be accepted as an excused absence. RS parents must contact the SHS attendance office to excuse any absences during PSAT testing, SBA testing, class meetings, or assemblies.
11. Grading periods at the community college and SHS do not align. RS is a year-long commitment. Students may not start or end RS mid-year without adversely impacting their credits. This may adversely affect graduation.
12. Students may participate in RS for a maximum of six quarters, or until the end of their 12th grade. Students may only take RS courses during the fall, winter, and spring of their Junior and/or Senior year. There is no summer RS program. BC has a summer enrichment program, but it is not paid for by Running Start and has a separate application process. **If you wish to participate in the Summer Enrichment program at BC, you must speak with your counselor prior to applying.**
13. All RS Fall, Winter, and Spring courses and grades will be transcribed to the student's SHS transcript. College academic courses require a high level of self-discipline. **The college will not send progress reports or warnings; therefore, students are responsible for monitoring their own progress.**

14. Students are responsible for submitting their own college transcripts for summer enrichment classes taken and **must have pre-approval from their counselor**. They must also let the counseling secretary know that they have summer grades that have been added and a new transcript needs to be manually uploaded to Parchment. The same goes for when a student retakes a class at Running Start for grade improvement. **Speak with your counselor PRIOR to retaking a class.**
15. Students must maintain a minimum of a 2.0 GPA at the college. If the GPA drops below 2.0, the student will be placed on academic probation. The student is then required to raise their GPA above a 2.0 the next marking period. If this does not happen, the College will withdraw the student from the RS program.
16. RS students are subject to the same state, district and Skyline graduation requirements as all other Skyline students. RS students are responsible for completing all High School and Beyond Plan requirements and meeting a Graduation Pathway in addition to their required course credits. The Issaquah School District determines course equivalencies and how college classes translate into high school graduation requirements.
17. It is the student's responsibility to ensure that their high school graduation requirements are being met and graduation timelines and procedures are monitored.
18. Students with disabilities who have an Individualized Education Plan, ELL supports, or a 504 plan are responsible for informing and providing documentation to the Community College's DRC. Accommodations are not automatic. Each college has their own evaluation process.
19. Not all post-secondary schools, especially those out of state, accept RS courses for college credit. It is the student's responsibility to check with individual colleges or universities.
20. RS students are responsible for paying all college fees, including books, class and lab fees, parking and cost for transportation. Only tuition is covered depending on how many credits the student is taking at the high school. Cost can also be affected by student's residency status.
21. RS students are only allowed on the SHS campus before school, after school, and during the periods they are scheduled in a class at Skyline. The only exceptions are sanctioned events, such as assemblies or class meetings.
22. **For athletic eligibility the WIAA Agreement form must be completed.**
23. "Incomplete" grades (reported as I or *) by your running start college, will be transcribed as an "F" on your SHS transcript. It is the student's responsibility to follow up with their instructor and/or their running start college to obtain an updated grade and it is then **the student's responsibility to send an updated official transcript to the SHS registrar directly.**
24. Running Start students are still Skyline students and must complete the Enrollment Verification Process (EVP) in August along with their other Back to School responsibilities.
25. Graduation rehearsal is **mandatory** for all seniors, including all running start students. Failure to attend the graduation rehearsal may jeopardize your ability to participate in the graduation ceremony. It is the student's responsibility to work out any scheduling issues with their running start college's instructor should a conflict arise.
26. Spring Quarter class finals often occur after the Skyline graduation ceremony. If the student is taking courses required for graduation during the spring quarter of their senior year, it is the student's responsibility to communicate their progress with their counselor. Failure to pass these classes will impact their ability to earn their high school diploma and/or participate in the graduation ceremony.

We have read the agreement and understand all of the requirements and responsibilities.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Student Email: _____

Student Cell Phone: _____