



River Ridge High School Running Start Guide



FAQ

What is Running Start?

Running Start is a dual enrollment program allowing high school juniors and seniors to attend college while still in high school. Running Start offers college courses that may award college credit upon successful completion.

Who can do Running Start?

Juniors and seniors are both eligible for Running Start. However, students must qualify for or have taken English 101. While any junior or senior may be eligible, not everyone is a good fit for Running Start.

What are the benefits of Running Start?

Running Start allows high school students to earn college credit, tuition free. Running Start may help students meet basic college prerequisites before transferring to a university. It is also possible for students to earn their associate degree.

What are the student responsibilities with Running Start?

Running Start students are treated as college students and are subject to the standards and discipline of both the college and the high school. They are eligible for support services, activities, and programs available to regular college students, apart from athletic participation.

Students will be expected to meet class deadlines, be prepared for class, ask questions, and conduct themselves as responsible adults. Students are responsible for the information regarding academic standards and grading policies that can be found in the college catalog. Any failed classes at the college remain permanently on both the college and high school transcripts and could jeopardize high school graduation or influence a grade point average. Students must maintain a GPA of 2.0 or above and complete all courses. If a student falls below academic standard, they are placed on a series of warning, probation, and then suspension from the program.

Where is Running Start?

South Puget Sound Community College (SPSCC). SPSCC has a Lacey and Olympia campus.

What's the timeline look like for getting into Running Start?

SPSCC updates a calendar with important dates and timelines. Students who are interested in Running Start need to apply for admissions in the early Spring and complete all steps before the end of the school year. Students who do not complete all steps will likely not be able to complete everything necessary to start Running Start in the Fall. The complete calendar can be found on their [website](#).

How do I join Running Start?

SPSCC has a very clear outline of steps needed to enroll in Running Start. The steps can be found on their [website](#).

If I miss joining in the Fall, can I join Winter or Spring quarter?

It is possible, but not recommended. SPSCC is on a quarter system and RRHS is on a semester system. Starting or withdrawing from Running Start in the middle of the school year impacts how many credits may be earned and may result in being credit deficient. It is best to start Running Start in the Fall of Junior or Senior year.



How many classes can I take at River Ridge/SPSCC?

Classes at River Ridge	Credits at SPSCC
0	Up to 21
1	Up to 18
2	Up to 15
3	Up to 12
4	Up to 10
5	Up to 7

Students who wish to take more than the allotted number of credits are required to pay for tuition. Students who take less than 15 credits at SPSCC may not be on track to receive an Associate degree. Please speak with college academic advisor to confirm.

SPSCC CONTACT INFORMATION

Assessment Center

360-596-5770

assessment@spscc.edu

SPSCC One Stop

360-596-5241

enroll@spscc.edu

SPSCC Academic Advising – Tracy Moore

360-596-5461

tmoore@spscc.edu

Schedule an appointment through Compass Account or via email

WHAT KIND OF STUDENTS DO WELL AT RUNNING START?

Top Traits of Successful Running Start Students

HAVE GOOD GRADES AND BE AN INDEPENDENT LEARNER GOING IN

An A student with the occasional B grade is a good indication you may be a good fit. Many successful Running Start students have a GPA of 3.6 and higher before entering the program. College classes go very fast and are challenging. You must be able to be resourceful and maintain a good work ethic throughout all classes.



HAVE GOOD TIME MANAGEMENT AND ORGANIZATIONAL SKILLS



College classes typically require completing more assignments and tests than high school classes. Being unprepared is the biggest downfall and is hard to recover from. Being on top of assignments, class times, test dates, and deadlines is key to success. Students must also balance sports and activities. Plan college classes accordingly each quarter.

WILLING TO ASK QUESTIONS OF STAFF AND FACULTY

Professors and support staff are not as readily available as teachers and counselors at River Ridge. You must go out of your way to initiate communication.



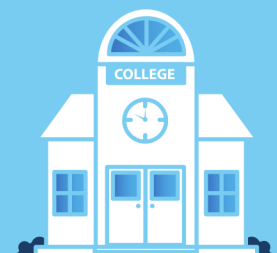
HAVE RELIABLE TRANSPORTATION



There is no district transportation to SPSCC. You must either have a reliable vehicle or use other modes of transportation. Keep in mind that you are likely to have to take classes at the SPSCC Olympia campus located roughly 20 minutes from RRHS by car. You cannot guarantee that all Running Start classes will be online.

BE READY TO MOVE ON FROM HIGH SCHOOL

Many students want to earn college credit but also want the high school experience. If that is the case, we encourage you to learn how to do that at RRHS. If you would like to be more disconnected and be a more independent student, then Running Start might be a good option.



Speak with your counselor if you have questions.



River Ridge High School Running Start Agreement

As a Running Start student and parent/guardian, you are acknowledging the following:

- Student must meet all NTPS graduation requirements including graduation pathway, credits, HSBP, WA State History.
- River Ridge staff and parents/guardians do not have access to college grades or attendance. Student may give permission to their parents/guardians by submitting the Release of Records Form found on SPSCC's website.
- Running Start students are responsible for checking their college grades, calendar, email, and college degree requirements.
- If student delays college registration, student risks not getting into classes needed for graduation.
- College classes must not interfere with high school classes. High school classes will not be changed to accommodate college classes after the first three days of the high school semester.
- Students who drop out of Running Start midyear risk not earning full credit and may result in delayed graduation.
- Students must plan to complete all high school graduation requirements by the end of winter quarter of your senior year. Failure to do so may jeopardize the ability to participate in graduation ceremony.
- We understand that River Ridge staff cannot assist with college degree pathway or college systems. Students must speak with the college regarding degree requirements and accounts.



Steps for Running Start enrollment can be found at <https://spscc.edu/admissions/running-start>. Click each step for further details. If students have questions about enrollment steps, they may contact SPSCC for assistance. **River Ridge staff do not have access to SPSCC systems.**

Steps to Enroll

- 1. Attend a Q&A Session** ▼
- 2. Apply to SPSCC** ▼
- 3. Activate Your Student Accounts** ▼
- 4. Get Placed** ▼

English – take the GSP
Math – see Appendix A
- 5. Determine High School Graduation Requirements** ▼

See Appendix B
- 6. Get Registered** ▼
- 7. Submit the RS Verification Form** ▼

See Appendix C
- 8. Pay Fees or Complete Fee Waiver** ▼

APPENDIX A

PLACEMENT FOR MATH, CHEMISTRY & PHYSICS

Course completion requires "B" or better aver. grade for 1.0 HS credit | Exam score minimums are listed next to the exam

College Level Course Options: These classes are tuition paid through the Running Start program

Pre-College Level Course Options: These classes are **NOT** covered by Running Start funds or fee waiver and students must pay full **tuition** when enrolled. Please speak with the Assessment Center or ACT Center before enrolling in these courses. These classes might be a great way to keep you going toward your college level math, however we want to make sure students understand the financial commitment and the path to college level math based on your career and pathway goals.

Algebra I Integrated I	Places you into....	<p><u>College Level Course Options</u></p> <p>MATH 101 (5 cr.) Technical Mathematics</p> <p>BUS 104 (5 cr.) Business Math</p> <p>OCEA& 101 (5 cr.) Introduction to Oceanography</p> <p><u>Pre-College Level Course Options (Student Pay)</u></p> <p>AMATH 097 (7 cr.) Corequisite Intermediate Algebra</p> <p>CMATH 107 (5 cr.) CLIPPERS Math In Society</p> <p>CMATH 146 (7 cr.) CLIPPERS Introduction to Statistics</p>
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Note: Please speak with the Assessment Center or ACT Center before enrolling in any Pre-College Level course option or MATH 101 or BUS 104. These are potentially non-transferable math courses and will not be recognized for math completion at four year colleges and universities.

Geometry Integrated II	Places you into all college courses above PLUS...	<p><u>College Level Course Options</u></p> <p>MATH& 107 (5 cr.) Math In Society</p> <p>BOT& 101 (5 cr.) Introduction to Botany</p> <p>PHYS& 110 (5 cr.) Physics for Non-Science Majors w/ Lab</p>
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SBA Bridge to College math course AP Statistics (course or score "3") SBA 10th grade MATH score "3" IB Mathematics (SL or HL) score "4" IB Math: App & Interp. (SL) score "4+" IB Math: Analysis & Appr (SL) score "4-5"	Places you into all college courses above PLUS...	<p><u>College Level Course Options</u></p> <p>MATH& 146 (5 cr.) Introduction to Statistics</p> <p>CHEM& 121 (5 cr.) Introduction to Chemistry with Lab</p> <p><u>Pre-College Level Course Options (Student Pay)</u></p> <p>MATH 098 (5 cr.) Algebraic Methods</p>
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Algebra II or Honors Algebra II (no precalc) Integrated III (no precalc) SBA 10th grade MATH score "4"	Places you into all college courses above PLUS...	<p><u>College Level Course Options</u></p> <p>MATH& 147 (5 cr.) Precalc. for Business/Social Science</p> <p>CHEM& 139 (5 cr.) General Chemistry Prep (no Lab)</p> <p><u>Pre-College Level Course Options (Student Pay)</u></p> <p>AMATH 141 (8 cr.) Corequisite Precalculus I</p>
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PLACEMENT FOR MATH, CHEMISTRY & PHYSICS, cont'd.

Course completion requires "B" or better aver. grade for 1.0 HS credit | Exam score minimums are listed next to the exam

Advanced Algebra II (w/precalc) Accelerated Integrated III (w/precalc) Precalculus	Places you into all college courses above PLUS...	<u>College Level Course Options</u> MATH& 141 (5 cr.) Precalculus I PHYS& 114 (5 cr.) General Physics I with Lab
AP Precalculus (course or score "3") IB Math: App & Interp. (HL) score "4-5" IB Math: Analysis & Appr (SL) score "6-7"	Places you into all college courses above PLUS...	<u>College Level Course Options</u> MATH& 142 (5 cr.) Precalculus II MATH& 148 (5 cr.) Calculus for Business/Social Science CHEM& 161 (5 cr.) General Chemistry with Lab I*
*Note on CHEM& 161 Course: Enrollment in CHEM& 161 has two parts– completion of MATH& 141 AND completion of 1 year of HS Chemistry or CHEM& 121 or CHEM& 139. Both conditions must be met to enroll in CHEM& 161.		
Calculus AP Pre-Calculus score "4-5" AP Calculus AB IB Mathematics (SL or HL) score "5-6" IB Math: Further (SL or HL) score "4" IB Math: App & Interp. (HL) score "6-7" IB Math: Analysis & Appr (HL) score "4-5"	Places you into all college courses above PLUS...	<u>College Level Course Options</u> MATH& 151 (5 cr.) Calculus I PHYS& 221 (5 cr.) Engineering Physics I with Lab <i>(must be concurrently enrolled or complete MATH 151)</i>
AP Calculus BC AP Calculus AB score "3+" IB Mathematics (SL or HL) score of "7" IB Math: Further (SL or HL) score of "5+" IB Math: Analysis & Appr (HL) score "6-7"	Places you into all college courses above PLUS...	<u>College Level Course Options</u> MATH& 152 (5 cr.) Calculus II
AP Calculus BC score "3+" CI Mathematics or Further A Level "E"+	Places you into all college courses above PLUS...	<u>College Level Course Options</u> MATH& 153 (5 cr.) Calculus II

High School Documentation FAQs

What if I'm a home school student? What does my transcript need to include? Home school students can submit a transcript for placement in Math or English with the following information: 1. Full name, address and phone number of the student. 2. Name of textbook or course materials used (if any) including publisher, year and edition. 3. List of concepts/content covered in the course. 4. Grade received for two semesters or one year of study. 5. Designation of two semesters (.5 cr each) or one year (1.0 cr) of credit earned. 6. Signature of teacher, tutor, parent, guardian or other qualified individual who taught the course content to the student. Transcript needs to include Math and/or English completion information only. A full transcript of all coursework completed is not required.

What if I haven't finished my high school class, but the college is registering for the next quarter? For summer/fall quarter registration only: If you are currently in progress in a Math or English course at the high school you can submit an unofficial transcript showing completion of first semester with a "B" or better and a copy of your second semester schedule showing enrollment in the course. **You must then submit a final transcript showing completion of second semester no later than the last business day in June. If you do not submit a final transcript you will be dropped from your classes by the start of the quarter.** In progress enrollment is not an option for current high school students during winter or spring quarter registration and is not an option for high school based test completion. You must have a final score sheet to submit for placement off test completion.

What if I completed an AP math class, but didn't take the AP Exam? Students who have completed an AP, IB or CI math course but did not take the exam still have an opportunity for math placement with a grade of "B" or better in the class. See the tables for placement level.

What if I feel I can do higher math than where I've been placed with my high school course completion or test scores? Students have the ability to take the WAMAP Math placement exams for potentially higher math placement up through MATH& 151. Testing is free and we will always use your highest placement option. If you do not score higher than your original placement, the original placement will stand. Students also have the option to reach out to the instructor teaching the course they wish to enroll in and ask for instructor permission to enroll. If granted permission to enroll, the student must go through Enrollment Services for processing.

Do I have to bring official (sealed) transcripts or score results? If you would like to receive transcribed credit for AP, IB or CI eligible scores, you will need to submit an official report with a Transfer of Credit application. An unofficial score report can be used for placement during registration while you are waiting for the official report to be sent. High school transcripts and SBA scores are used for placement only and do not need to be official.

What if my SBA results aren't yet on my high school transcript? If you have a copy of your score report from completing the SBA, we can use that for placement. If you do not yet have a score report your high school Counselor or Registrar can email assessment@spscc.edu and include score information along with your full name and date of birth. *SBA scores are only valid from the 10th grade testing year.*

What if I take the placement test but then get a better grade in class or higher score on SBA? SPSCC will always use your highest placement option. For example, if you take WAMAP MATH 107/146 exam and do not place but then receive a "3" or "4" on your SBA Math exam, then we will use the SBA results for placement into MATH 107/146.

What if I'm not planning on taking Math or English courses right away at the college? Do I need to submit my high school documentation? There are time limits on how long your scores or grades are good for placement. Please see the Documentation Time Limits Table included with this document. We recommend that you work with an Educational and Career Planner to see how the time limits might impact your progression at the college.

APPENDIX B

NORTH THURSTON PUBLIC SCHOOLS SPSCC Course Equivalencies 2024-2025

Students should check with their high school Counselor for the specific credits they need to complete. Course equivalency is set by the high school. Failure to meet with your high school counselor on a regular basis could result in not meeting high school graduation requirements. High school credit is granted at a rate of 5 college credits to 1 high school credit.

High School Requirement	Needed HS Credit	Equiv. College Credit	SPSCC Course Options
English			
Junior	1	5	ENGL& 101+ or CMST& 101+ (except CMST&102)
Senior	1	5	ENGL& 101+ or CMST& 101+ (except CMST&102)
Social Studies			
World History	1	5	ECON& 201, 202 or HIST& 126, 127, 128, 204 or IIS 125, 129, 130, 131, 145 or HUM& 121, 140, 240
US History	1	5	HIST& 146, 147 or 148
Civics/Government	1	5	POLS& 101, 202 or 203
Math			
3rd Math Credit	1	5	MATH 101+
<i>Note: Students are encouraged to completed Algebra II before attempting to place for college math. MATH 101 is a non-transferable quantitative course to four year schools. CMATH 107, CMATH 146 and AMATH 141 are tuition paid by the student. High school 3rd math credit is only awarded if credit earned from A/CMATH is transcribed as MATH 107, 146 or 141. Check with SPSCC for more information.</i>			
Science			
Lab Science	1	5	Any course in the SPSCC Natural Science Distribution with a LAB designation
3rd Science Credit	1	5	Any other course in the SPSCC Natural Science Distribution (including additional lab science) excluding NUTR& 101 and MATH courses
Health	0.5	3	PE 180, 185, 187, NUTR&101 or PSYC 270
Fitness	1.5	8	PE 100+
Fine Arts	1	5	ART 101+, DRMA 101+, FILM 116+, MUSC 100+
World Language	2	10	ASL& 121+ (excluding ASL 250), CHIN& 121+, FRCH& 121+, GERM& 121+, JAPN& 121+, SPAN& 121+
Career and Technical Education	1	5	ACCT 201+, ASL& 121+, AUTO 100+, AEC 101+, BUS 100+, CAP 101+, CCS 101+, CIS 145+, CJ 101+, CMT 105+, CNA 100+, CS 142+, ECED 100+, ENG 235, LGL 111+, MED 101+, FLMP 110+, OFTEC 100+, WELD 101+
Washington State History	NA	5	HIST&214
<i>Note: Washington State History is a non-credit graduation requirement, credit will be applied in Electives</i>			
High School & Beyond Plan	NA	3	CCS 101 (required for all new SPSCC students w/in 1st two qtrs)
	NA	2	CCS 102 or 103 or 104 (recommended to be taken with CCS 101)
<i>Note: High School & Beyond Plan is a non-credit graduation requirement, credit will be applied in Electives. CCS 101 is required by SPSCC to be completed by all degree seeking students within the first two quarters of enrollment. The second CCS course is recommended to be taken the same quarter as CCS 101. CCS 104 is intended for students completing a SPSCC Prof/Tech degree to be taken during the last two quarters. Please see your Educational Planner for more information.</i>			
Elective	varies	varies	any course the student meets the prerequisite for at SPSCC

Notes:



Student	Student Name: _____ Last Name First Name MI			<input type="checkbox"/> Check if this is a revision																																																																									
	Home Phone: _____ Cell Phone: _____			<input type="checkbox"/> New Student																																																																									
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Responsible Parent/Guardian: _____			<input type="checkbox"/> Student Enrolled in Multiple Colleges																																																																										
College: _____ College SID #: _____			<input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached.																																																																										
High School Counselor & Running Start Advisor/Rep	Free and Reduced-Price Lunch (FRPL) Status (required to be completed)			Running Start Funding Limit Table																																																																									
	Students who are currently FRPL-eligible (or anytime in the past five school years) may receive tuition and fee waivers from a college.			<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Enrolled High School</th> <th colspan="2">Available College Enrollment</th> </tr> <tr> <th>Weekly Minutes based on high school bell schedule</th> <th>FTE</th> <th>Max Allowed FTE</th> <th>Max Credits</th> </tr> </thead> <tbody> <tr><td>0 - 8</td><td>0.00 - 0.00</td><td>1.40</td><td>21 *</td></tr> <tr><td>9 - 124</td><td>0.01 - 0.07</td><td>1.33</td><td>20 *</td></tr> <tr><td>125 - 224</td><td>0.08 - 0.13</td><td>1.27</td><td>19 *</td></tr> <tr><td>225 - 341</td><td>0.14 - 0.20</td><td>1.20</td><td>18</td></tr> <tr><td>342 - 457</td><td>0.21 - 0.27</td><td>1.13</td><td>17</td></tr> <tr><td>458 - 557</td><td>0.28 - 0.33</td><td>1.07</td><td>16</td></tr> <tr><td>558 - 674</td><td>0.34 - 0.40</td><td>1.00</td><td>15</td></tr> <tr><td>675 - 790</td><td>0.41 - 0.47</td><td>0.93</td><td>14</td></tr> <tr><td>791 - 890</td><td>0.48 - 0.53</td><td>0.87</td><td>13</td></tr> <tr><td>891 - 1,007</td><td>0.54 - 0.60</td><td>0.80</td><td>12</td></tr> <tr><td>1,008 - 1,123</td><td>0.61 - 0.67</td><td>0.73</td><td>11</td></tr> <tr><td>1,124 - 1,223</td><td>0.68 - 0.73</td><td>0.67</td><td>10</td></tr> <tr><td>1,224 - 1,340</td><td>0.74 - 0.80</td><td>0.60</td><td>9</td></tr> <tr><td>1,341 - 1,456</td><td>0.81 - 0.87</td><td>0.53</td><td>8</td></tr> <tr><td>1,457 - 1,556</td><td>0.88 - 0.93</td><td>0.47</td><td>7</td></tr> <tr><td>1,557 - or more</td><td>0.94 - 1.00</td><td>0.40</td><td>6</td></tr> </tbody> </table> <p><small>* Students should check with college about the maximum number of credits allowed. Overages may require college approval.</small></p>		Enrolled High School		Available College Enrollment		Weekly Minutes based on high school bell schedule	FTE	Max Allowed FTE	Max Credits	0 - 8	0.00 - 0.00	1.40	21 *	9 - 124	0.01 - 0.07	1.33	20 *	125 - 224	0.08 - 0.13	1.27	19 *	225 - 341	0.14 - 0.20	1.20	18	342 - 457	0.21 - 0.27	1.13	17	458 - 557	0.28 - 0.33	1.07	16	558 - 674	0.34 - 0.40	1.00	15	675 - 790	0.41 - 0.47	0.93	14	791 - 890	0.48 - 0.53	0.87	13	891 - 1,007	0.54 - 0.60	0.80	12	1,008 - 1,123	0.61 - 0.67	0.73	11	1,124 - 1,223	0.68 - 0.73	0.67	10	1,224 - 1,340	0.74 - 0.80	0.60	9	1,341 - 1,456	0.81 - 0.87	0.53	8	1,457 - 1,556	0.88 - 0.93	0.47	7	1,557 - or more	0.94 - 1.00	0.40	6
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<i>The parent or guardian signature below provides permission to share FRPL eligibility status only with the college for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect the student's eligibility for access to Running Start or free and reduced-price meals. The individuals and programs receiving the information will not share the information with any other entity or program.</i>																																																																													
Parent/Guardian Signature: _____ Date: _____																																																																													
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For the college term ^a above, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE). Student may register for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE.																																																																													
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	<ul style="list-style-type: none"> 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 than are identified in the Running Start State Funding Limit Table, the student is responsible for: <ol style="list-style-type: none"> paying all college tuition and fees associated with exceeding the college credits identified in the table; or withdrawing from the excess college or high school course(s). The student is required to pay any class/lab fees charged for college classes. 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. If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer. After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office. <p><i>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 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, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."</i></p>																																																																												
I acknowledge that 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																																																																									

Key

- * Colleges may limit the total number of college credits students can enroll in each term. Contact the college for maximum term credit policies.
- Δ For the fall college quarter and students enrolled in a high school with a trimester schedule, use the student's first trimester schedule. For the winter college quarter and students enrolled in a high school with a semester schedule, use the student's second semester schedule.
- Available for students who were attending Running Start in either their 11th or 12th grade year, limited to earning credits to meet district, charter school, or tribal compact school's graduation requirements only, and limited to no more than 63 college credits for all the 12th grade academic years (WAC 392-169-055(4)). These requirements also apply to students who do not intend to graduate from the district or school.

PURPOSE: The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.40 full-time equivalent (FTE) limitation. This form provides the college the FTE available for Running Start enrollment, provides the high school with the enrolled college classes, and notifies the student and their parents/guardians if tuition charges will occur. A different form (the Summer RSEVF) is used for the summer quarter.

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

If the student's high school or college enrollment changes during the college term, a revised RSEVF must be completed and the appropriate box in the upper right-hand corner of the RSEVF must be checked.

FTE and Annual Average FTE (AAFTE) Limitations: Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.40 FTE for any month except in limited cases for December and January. The high school cannot exceed 1.00 FTE, except for students enrolled in a high school and skill center. The college can exceed 1.00 FTE, subject to college enrollment limits.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a 0.40 FTE. When a student's combined high school and skill center enrollment is less than 1.0 FTE, the standard Running Start calculation applies.

This 1.40 FTE limitation applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.40 AAFTE for the school year. 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 1.40 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

EXCEPTIONS WHEN STUDENT'S MONTHLY FTE CAN EXCEED 1.40: For high schools on a trimester calendar, when the high school second trimester and the college fall quarter overlaps in December, a Running Start student can be claimed for more than a 1.40 FTE for the month of December only. When planning for the fall college quarter, counselors should use the first trimester to determine the available FTE for fall quarter.

For high schools on a semester calendar, when the high school first semester and the college winter quarter overlaps in January, a Running Start student can be claimed for more than a 1.40 FTE for the month of January only. When planning for the winter college quarter, counselors should use the second semester to determine the available FTE for winter quarter.

When a student who is claimed for more than a 1.40 FTE in either the month of December or January for the reasons above, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.40 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.40 AAFTE and will calculate the reduced available FTE for the spring quarter. For students whose spring quarter available FTE is reduced, a completed SQEAF must be attached to the spring quarter RSEVF and the appropriate box in the upper right-hand corner of the RSEVF must be checked. Students attending more than one college for the spring quarter must have the SQEAF attached to each college's RSEVF.

For more information refer to the annual bulletin regarding the 1.40 Running Start FTE limitation.

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

INSTRUCTIONS FOR COMPLETING THE RSEVF

STUDENT SECTION: The 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 is available at the high school guidance office. If the student does not know their college student identification number, 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 COUNSELOR & RUNNING START ADVISOR/REP SECTION:

The high school counselor and Running Start advisor or representative complete this section.

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." Students 18 and older are not required to provide a parent/guardian signature. 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.

School Year: Indicate the school year during which courses will be taken.

College Term: Select the college term that the student will be enrolling in. For colleges on a quarter calendar, indicate which quarter—Fall, Winter, or Spring. For colleges on a semester calendar, indicate which semester—1st or 2nd. A different form is used for the summer quarter.

High School and School District: Fill in the student's primary high school and resident school district. If the student is enrolled in a charter school or tribal compact school, leave "School District" field blank.

Grade Level: Indicate the student's grade level. Students in 11th and 12th grade are eligible to enroll in a Running Start program.

Fifth year 12th grade students are limited to taking Running Start classes that will fulfill the student's district, charter school, or tribal compact school's graduation requirements, pursuant to WAC 392-169-055(4), must have participated in Running Start during their 11th or 12th grade year, and are limited to 63 total college credits for their 12th grade academic years. These requirements also apply to students who do not intend to graduate from the district or school.

Determining the Student's High School FTE: FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. 1.0 FTE equals 1,665 weekly minutes. Refer to the high school and skill center master bell schedule available at the registrar or business administration office for the exact weekly minutes and the FTE for each class. Add the FTE for each enrolled class to determine the student's total high school and skill center FTE.

Determining the Student's Available Running Start FTE: Running Start FTE is based on the enrolled college credits. Fifteen college credits equal 1.0 FTE. Use the Running Start Funding Limit Table on the front page to determine a student's available Running Start FTE. Find the row with the student's high school and skill center FTE. Refer to the Max FTE column to determine a student's maximum Running Start FTE. The Max Credits column converts the maximum Running Start FTE to Running Start credits.

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 and 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 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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