



SUMNER- BONNEY LAKE SCHOOL DISTRICT

A GREAT PLACE TO LEARN

SBLSD Homeschool Registration with Running Start Support Documents

1202 Wood Avenue
Sumner, WA 98390
(253) 891-6000 Fax
(253) 891-6101

Dear Family:

If you are interested in home-schooling, please complete and return the attached paper work. A Declaration of Intent to Provide Home-Based Instruction must be filed annually by September 15, or within two weeks of the beginning of any public school quarter, trimester or semester. Return completed home-school forms to Sumner-Bonney Lake School District.

Home-school students seeking credit through Running Start must enroll through the local public high school and have obtained junior or senior standing (RCW 28A.600.310). The home-school student so enrolled does not have to attend classes in the public high school in order to participate in Running Start.

Forms included in this packet:

- Declaration of Intent to Provide Home-Based Instruction – completed for all homeschool students
- Granting Credit for Home-School – complete for students 14 and above
- Home-School Running Start Student Registration
- Home-School Instruction Running Start Student Assurances
- Proof of Residency Document Request
- Running Start Student Diploma Declaration
- Running Start Enrollment Verification
- Information regarding SBLSD graduation regulations and procedures can be found on the district website.

Additional home-school information can be found on the Office of Superintendent of Public Instruction Web site <http://www.k12.wa.us>.

Tickets for the Western Washington Fair will be available for pick up at our District office located at 1202 Wood Avenue in Sumner. If you prefer to have your tickets mailed, please provide a self- addressed stamped envelope. Fair tickets generally arrive the first week of September. The Western Washington Fair Board allows one adult ticket per family and one student ticket for each student on the Declaration of Intent to Provide Home-Based Instruction form.

If you have any questions, please call 253.891.6000.

Sumner-Bonney Lake School District Home-Schooling Parent Information

Record keeping: You should maintain certain types of information as you home-school your student(s): Chapter 28A.200 RCW states that each parent who is providing home-based instruction must:

- Keep test scores or annual academic progress assessment and immunization records, together with any other records that are kept relating to instructional and educational activities provided.
- Ensure that a standardized achievement test approved by the State Board of Education is administered annually to the child by a qualified individual or that an annual assessment of the student's academic progress is written by a certificated person who is currently working in the field of education. The results of the standardized test or the annual academic progress assessment shall be made a part of the child's permanent records.

Other than those items specifically required by the statute, all decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum methods, timing and place in the provision or evaluation of home-based instruction shall be the responsibility of the parent.

It is the parent's responsibility to provide materials and equipment necessary to meet the planned objectives for the home-based instruction.

For all students' grades 6-12, information regarding the courses studied should be kept. **To be considered for credit toward a Sumner-Bonney Lake School District diploma, course documentation consisting all of the following must be submitted:**

- course description,
- course goals and objectives,
- course outline of the program,
- learning activities and student log of instructional learning time showing 150 hours for one (1) credit
- completed assignments and assessments,
- description of how student performance is assessed,
- documentation of student progress and final grade (grade will be converted to Pass/Fail on the high school transcript).

Note: Home-based instruction courses taken during the time a student is enrolled full time in Sumner-Bonney Lake School District will not be accepted as credit toward graduation.

If you wish to access ancillary services, you must file the Declaration of Intent Form. Ancillary services shall include, but not be limited to, counseling, psychological services, testing, remedial instruction, speech and hearing therapy, health care services, tutorial services such as home or hospital instruction for the physically disabled, and sports activities. If your child qualifies for special education services you have the right to have these services provided. If you wish to receive services for your child, please contact your neighborhood school or the Sumner-Bonney Lake School District Special Services Department to schedule a meeting.

Declaration of Intent to Provide Home-Based Instruction*

Sumner-Bonney Lake School
District ESD 121

School Year: _____
Optional

A parent who intends to cause his/her child or children to receive home-based instruction in lieu of attendance or enrollment in a public school, approved private school, or an extension program of an approved private school must file an annual declaration of intent to do so in the format prescribed below:

I do hereby declare that I am the parent, guardian, or legal custodian of the child(ren) listed below; that said child(ren) is (are) between the ages of 8 and 18 and as such are subject to the requirements found in Chapter 28A.225 RCW Compulsory Attendance; I intend to cause said child(ren) to receive home-based instruction as specified in RCW 28A.225.010(4); and if a certificated person will be supervising the instruction, I have indicated this by checking the appropriate space.

Child (ren)'s Name(s)

Birthdate

The home-based instruction will be supervised by a person certificated in Washington State pursuant to Chapter 28A.410 RCW.

Parent/Guardian Name (Please Print)

Signature

Date

Street Address

City

State

Zip

This statement must be filed annually by September 15, or within two weeks of the beginning of any public school quarter, trimester or semester with the superintendent of the public school district within which the parent resides.

Send to: Sumner-Bonney Lake School District
1202 Wood Avenue
Sumner, WA 98390

* This document is from the OSPI Web site.



Granting Credit for Home-School
(Please complete and return for students 14 and above.)

Student Name _____

As a parent of a home-school child of high school age, I understand that home-based instruction is in lieu of enrollment in public school. Therefore, my child may not receive credit or be granted a diploma from Sumner High School or Bonney Lake High School as a result of home-school work. In order to receive credit for home-school work, the home-school work must meet Washington State and Sumner-Bonney Lake School District requirements for credit. The guidelines include, but are not limited to, those set forth below:

For a home-school course of study to be considered for high school credit, the student is responsible to provide the following:

- A journal/portfolio with exhibits of specific course-related projects has been submitted which reflects the actual work completed during the home-study course and includes the following:
 - Course description
 - Course outline of the program
 - Completed assignments and assessments
 - Course goals and objectives
 - Description of how student performance is assessed
 - Learning activities and student log of instructional learning time showing 150 hours for one (1) credit
- Documentation of student progress and final grade (final grade will be converted to pass/fail on the student's transcript)
- In addition, to be considered for credit, the student shall demonstrate proficiency (at a minimum of 80%) of the student learning objectives of the course.
- The burden of providing these materials and demonstrating proficiency shall be upon the student.

Upon receipt of these materials, District Office personnel will review and make a determination if the course meets Washington State and Sumner-Bonney Lake School District credit requirements, and if so, the type and amount of credits to be awarded. Home-school courses posted to a Sumner High School or Bonney Lake High School transcript will not carry a letter grade, but a P indicating a passing mark.

Parent/Guardian Signature

Date



Home-School Running Start Student Registration

This form must be completed to participate in Running Start (Please print)

STUDENT INFORMATION	Student Legal Name First: _____ Last: _____
	Birthplace country: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Grade: _____
	What Language does your student currently speak? <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Korean <input type="checkbox"/> Tagalo <input type="checkbox"/> Ukrainian <input type="checkbox"/> Russian <input type="checkbox"/> Other _____
	What language did your child learn first? _____
	What language does your child use most at home? _____
	Parent full name: _____

Sumner-Bonney Lake School District Ethnicity & Race Data Collection Form

School Districts in Washington State are required to report student data by ethnicity and race categories to the state's Office of Superintendent of Public Instruction. Ethnicity and race categories used in our district are the same as used in all Washington school districts. They are set by the federal government, the Washington State Legislature, and the State Superintendent of Public Instruction. If parents, guardians, or students do not provide ethnicity and race information, districts are responsible for assigning categories based on observation. **Please select both ethnicity and race. Also, please be sure to sign and date on page 2 of this form.**

SECTION 1

State Ethnicity: Is your child of Hispanic or Latino origin? (If Yes, check all that apply) Yes No (H01)

Hispanic (H00)	Cuban (H09)	Mestizo (H17)	Salvadoran (H24)
Argentine (02)	Dominican (H10)	Native (H18)	Spaniard (H25)
Bolivian (H03)	Ecuadorian (H11)	Nicaraguan (19)	Surinamese (H26)
Brazilian (H04)	Guatemalan (H12)	Panamanian (H20)	Uruguayan (H27)
Chicano (Mexican American) (H06)	Guyanese (H13)	Paraguayan (H21)	Venezuelan (H28)
Chilean (H06)	Honduran (H14)	Peruvian (H22)	
Columbian (H07)	Jamaican (H15)	Puerto Rican (H23)	
Costa Rica (H08)	Mexican (H16)		

Hispanic/Latino Write in (H29) above

SECTION 2

State & Federal Race: What race(s) do you consider your child? (check all that apply)

Race – American Indian/Alaska Native

American Indian/Alaska Native (N00)	Alaska Native Write In (N36) above	American Indian Write In (N37) above
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Washington State Tribes

Chinook Tribe (N01)	Puyallup Tribe of Puyallup Reservation (N19)
Confederated Tribes and Bands of the Yakama Nation (N02)	Quileute Tribe of the Quileute Reservation (N20)
Confederated Tribes of the Chehalis Reservation (N03)	Quinault Indian Nation (N21)
Confederated Tribes of the Colville Reservation (N04)	Samish Indian Nation (N22)
Cowlitz Indian Tribe (N05)	Sauk-Suiattle Indian Tribe of Washington (N23)
Duwamish Tribe (N06)	Shoalwater Bay Indian Tribe/Shoalwater Bay Indian Reservation (N24)
Hoh Indian Tribe (N07)	Skokomish Indian Tribe (N25)
Jamestown S'Klallam Tribe (N08)	Snohomish Tribe (N26)
Kalispel Indian Community/Kalispel Reservation (N09)	Snoqualmie Indian Tribe (N27)
Kikiallus Indian Nation (N10)	Snoqualmoo Tribe (N28)
Lower Elwha Tribal Community (N11)	Spokane Tribe of the Spokane Reservation (N29)
Lummi Tribe of the Lummi Reservation (N12)	Squaxin Island Tribe of the Squaxin Island Reservation (N30)
Makah Indian Tribe/Makah Indian Reservation (N13)	Steilacoom Tribe (N31)
Marietta Band of Nooksack Tribe (N14)	Stillaguamish Tribe of Indians of Washington (N32)
Muckleshoot Indian Tribe (N15)	Suquamish Indian Tribe of the Port Madison Reservation (N33)
Nisqually Indian Tribe (N16)	Swinomish Indian Tribal Community (N34)
Nooksack Indian Tribe of Washington (N17)	Tulalip Tribes of Washington (N35)
Port Gamble S'Klallam Tribe (N18)	

Race - Asian

Asian (A00)	Filipino (A08)	Mongolian (A16)	Thai (A24)
Asian Indian (A01)	Hmong (A09)	Nepali (A17)	Tibetan (A25)
Bangladeshi (A02)	Indonesian (A10)	Okinawan (A18)	Vietnamese (A26)
Bhutanese (A03)	Japanese (A11)	Pakistani (A19)	
Burmese/Myanmar (A04)	Korean (A12)	Punjabi (A20)	Asian Write In (A27) above
Cambodian/Khmer (A05)	Lao (A13)	Singaporean (A21)	
Cham (A06)	Malaysian (A14)	Sri Lankan (A22)	
Chinese (A07)	Mien (A15)	Taiwanese (A23)	

Race – Black/African-American

Black/African

Black/African American (B00)	African American (B01)	African Canadian (B02)	
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Black Write In (C02) above

Caribbean

Anguillian (B03)	British Virgin Islander (B08)	Dutch Antillean (B12)	Jamaican (B16)
Antiguan (B04)	Caymanian (Cayman Island) (B09)	Grenadian (B13)	Martiniquais/Martiniquaise (B17)
Bahamian (B05)	Cuba Dominican (B10)	Guadeloupean (B14)	Montserratian (B18)
Barbadian (B06)	Dominican Republic (B11)	Haitian (B15)	Puerto Rican (B19)
Barthélemois/Barthélemoises (B07)			

Central African

Angolan (B21)	Chadian (B24)	Equatorial Guinean (B27)	São Toméan (B29)
Cameroonian (B22)	Congolese (Rep of Congo) (B25)	Gabonese (B28)	
Central African (B23)	Congloese (Dem Rep of Congo) (B26)	Principe (B30)	Central African Write In (B31) Above

East African

Burundian (B32)	Malagasy (Madagascar) (B38)	Rwandan (B44)	Tanzanian (B50)
Comoran (B33)	Malawian (B39)	Seychellois(B45)	Zambian (B51)
Djiboutian (B34)	Mauritian (Mauritius) (B40)	Somali (B46)	Zimbabwean (B52)
Eritrean (B35)	Mahoran (Mayotte) (B41)	South Sudanese (B47)	
Ethiopian (B36)	Mozambican (B42)	Sudanese (B48)	East African Write In (B53) above
Kenyan (B37)	Reunionese (B43)	Ugandan (B49)	

Latin America

Argentine (B54)	Ecuadorian (B61)	Mexican (B68)	Uruguayan (B75)
Belizean (B55)	El Salvadoran (B62)	Nicaraguan (B69)	Venezuelan (B76)
Bolivian (B56)	Falkland Islander (B63)	Panamanian (B70)	
Brazilian (B57)	French Guianese (B64)	Paraguayan (B71)	Latin American Write In (B77) above
Chilean (B58)	Guatemalan (B65)	Peruvian (B72)	
Colombian (B59)	Guyanese (B66)	S Georgia/S Sandwich Is (B73)	
Costa Rican (B60)	Honduran (B67)	Surinamese (B74)	

South African

Botswana (B84)	Namibian (B80)	Swazi(B82)	
Mosotho (Lesotho) (B79)	South African (B81)		South African Write In (B83) above

West African

Beninese (B84)	Ghanaian (B90)	Nigerien (Niger) (B94)	Togolese (B99)
Bissau-Guinean (B85)	Ivorian (Cote d'Ivoire) (B88)	Nigerian (Nigeria) (B95)	
Burkinabé (Burkin Faso) (B86)	Liberian (B91)	Saint Helenian (B96)	West African Write In (C01) above
Cabo Verdean (B87)	Malian (B92)	Senegalese (B97)	
Gambian (B89)	Mauritanian (B93)	Sierra Leonean (B98)	

Race – Native Hawaiian/Other Pacific Islander

Native Hawaiian/Other Pacific Islander (P00)

Pacific Islander

Carolinian (P01)	Maori (P07)	Pohpeian (P13)	Tongan (P18)
Chamorro (P02)	Marshallese (P08)	Samoa (P14)	Tuvaluan (P19)
Chuukese (P03)	Native Hawaiian (P09)	Solomon Islander (P15)	Yapese (P20)
Fijian (P04)	Ni-Vanuatu (P10)	Tahitian (P16)	
i-Kiribati/Gilbertese (P05)	Palauan (P11)	Tokelauan (P17)	Pacific Islander Write In (P21) above
Kosraean (P06)	Papuan (P12)		

Race - White

White (W00)

White Write In (W36) above

Eastern European

Bosnian (W01)	Polish (W03)	Russian (W05)	
Herzegovinian (W02)	Romanian (W04)	Ukrainian (W06)	Eastern European Write in (W07) above

Middle Eastern/North African

Algerian (W08)	Druze (W16)	Kurdish Kuwaiti (W23)	Saudi Arabian (W30)
Amazigh or Berber (W09)	Egyptian (W17)	Lebanese (W24)	Syrian (W31)
Arab or Arabic (W10)	Emirati (W18)	Libyan (W25)	Tunisian (W32)
Assyrian (W11)	Iranian (W19)	Moroccan (W26)	Yemeni (W33)
Bahraini (W12)	Iraqi (W20)	Omani (W27)	
Bedouin (W13)	Israeli (W21)	Palestinian (W28)	Middle Eastern Write In (W34) above
Chaldean (W14)	Jordanian (W22)	Qatari (W29)	
Copt (W15)			North African Write In (W35) above

Parent/Guardian Signature: _____

Date: _____



Home-School Running Start Student Assurances

Student Name _____

Address _____

City, State, ZIP Code _____

- My child is a Home-Based Instruction Student under RCW 28A.225.010 Mandatory Attendance – Age – Exceptions and RCW 28A.200 – Home-Based Instruction.
• My child has taken the required college admissions test. [] Yes [] No
• My child plans to enroll _____(quarter) at community or technical college.
• My child is a [] 11th, [] 12th grader as determined in accordance with RCW28A.200.020 – Home-Based Instruction – Certain Decisions Responsibility of Parent Unless Otherwise Specified.

I have completed the additional required forms for home school running start students:
(Please initial)

- _____ Declaration of Intent to Provide Home-Based Instruction
_____ Granting Granting Credit for Home-School
_____ Home-School Running Start Student Registration Form
_____ Proof of Residency Document Request
_____ Running Start Student Diploma Declaration
_____ Running Start Enrollment Verification Form

Printed Name of Parent/Legal Guardian

Date

Signature of Parent/Legal Guardian

Date

Student Signature (optional)

Date

EQUAL OPPORTUNITY

The Sumner-Bonney Lake School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability in education programs, services and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 Compliance Officer/ADA Coordinator and Section 504 Coordinator, in writing at 1202 Wood Ave., Sumner, WA 98390, or by phone (253) 891-6000. NONDISCRIMINATION STATEMENT:

The Sumner-Bonney Lake School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. The following employees are designated to handle questions and complaints of alleged discrimination: Title IX/Civil Rights Compliance Coordinator Adrienne Chacón (253) 891-6033, ADA Coordinator Diana Thomas (253) 891-6033, Section 504 Coordinator Karen Finigan (253) 891-6040. Address: 1202 Wood Ave, Sumner, WA 98390.

The Sumner-Bonney Lake School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the District's Special Services Department. For information on accessibility of school buildings and school grounds, contact the school secretary. The Sumner-Bonney Lake School District contact person is Karen Finigan, Executive Director of Special Services, (253) 8916000.



1202 Wood Ave
 Sumner, WA 98390
 summersd.org
 (253) 891-6000

KNOW
 VALUE
 SUPPORT

**FUTURE
 READY**



PROOF OF RESIDENCY DOCUMENT REQUEST

Part-time students are permitted to enroll and receive ancillary services, provided that such students are otherwise eligible for full-time enrollment in the school district and such courses or services are not available in the student’s private school or an approved extension. Part-time status also includes any student, not enrolled in a private school, who is receiving home-based instruction and taking courses at or receiving ancillary services from the district or both, or any student involved in an approved work training program.

WAC 392-134-005 defines ancillary service as any co-curricular service or activity, any health care service or activity, and any other services or activities, except “courses,” for or in which preschool through twelfth grade students are enrolled by a public school. The term shall include, but not be limited to, counseling, psychological services, testing, remedial instruction, speech, and hearing therapy, health care services, tutorial services such as home or hospital instruction for the physically disabled, and sports activities.

In order for us to verify that a student is otherwise eligible for full-time enrollment, we are asking that you provide us a proof of residency document.

Verification of Residency: In order to verify residency within the Sumner-Bonney Lake School District, a current document (dated within the past 30 days) from the list below **MUST** be provided showing parent/guardian name and physical address. **Please note: Post Office box numbers are not acceptable as residence addresses:**

<p>If you own your home: Provide ONE of the following:</p> <ul style="list-style-type: none"> • Escrow papers • Mortgage book or statement • Homeowner's association fees statement <p>OR</p> <p>Provide TWO of the following:</p> <ul style="list-style-type: none"> • Phone bill (landline, not cellular) at the stated address • Residence insurance statement • Gas or electric bill • Cable TV bill • Garbage bill • Water bill <p>Note: Only bills listing a single household as a payee is acceptable. Bills naming multiple families or individuals will not be accepted as proof of residency.</p>	<p>If you rent or lease: Provide TWO of the following:</p> <ul style="list-style-type: none"> • Lease agreement/Rental contract and current rent receipt within 30 days • Letter on apartment complex or mobile home park letterhead, signed by the landlord, stating the parent/guardian lives at the stated address • Phone bill (landline, not cellular) at the stated address • Residence insurance statement • Gas or electric bill • Cable TV bill • Garbage bill • Water bill <p>Note: Only bills listing a single household as a payee is acceptable. Bills naming multiple families or individuals will not be accepted as proof of residency.</p>
<p>If you receive Social Services, the following can replace the above forms of proof: Provide ONE of the following:</p> <ul style="list-style-type: none"> • Recent Verification of Social Services 	

We will be asking that each new academic year you please provide us with an updated proof of residency document if your student continues to participate in our district part time.

The Sumner-Bonney Lake School district appreciates your cooperation with this matter.

OUR PROMISE: We will know, value, and support every student, helping them graduate ready to pursue a promising future.

SUMNER-BONNEY LAKE SCHOOL DISTRICT

A GREAT PLACE TO LEARN.



Bonney Lake High School
10920 199th Ave Ct E
Bonney Lake, WA 98391
Voice: 253.891.5700
Fax: 253.891.5797

Running Start Student Diploma Declaration

Sumner High School
1707 Main St
Sumner, WA 98390
Voice: 253.891.5500
Fax: 253.891.5585

Student Name _____

Actively enrolled at: Bonney Lake High School Sumner High School Full Time Homeschool
(never attended SBLSD high schools)

RE: Expanding Options for Students to Earn High School Diplomas
Bill Number: SHB 1758
Effective Date: July 26, 2009

As a Running Start student, I wish to state that it is not my intent to seek a Sumner School District diploma. Instead, as allowed under Provision (2) of Bill SHB 1758, cited below, I will be working toward my associate degree in order to earn my high school diploma through the applicable community/technical college.

By signing this document, I understand that I am required to declare homeschool status and will need to complete all documents in the Sumner-Bonney Lake School District Homeschool Registration Packet and return it to Sumner-Bonney Lake School District at 1202 Wood Ave., Sumner, WA 98390.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Counselor _____ Date _____

Summary of Bill Number: SHB 1758

A community or technical college may issue a high school diploma or certificate as provided under this section:

- (1) An individual who satisfactorily meets the requirements for high school completion shall be awarded a diploma from the college, subject to rules adopted by the superintendent of public instruction and the state board of education.
- (2) An individual enrolled through Running Start who satisfactorily completes an associate degree, including an associate of arts degree, associate of science degree, associate of technology degree, or associate in applied science degree, shall be awarded a state high school diploma from the college upon written request from the student. (These individuals are not required to complete the State Board of Education’s graduation requirements.)
- (3) An individual, twenty-one years or older, who enrolls in a community or technical college for the purpose of obtaining an associate degree and who satisfactorily completes an associate degree, including an associate of arts degree, associate of science degree, associate of technology degree, or associate in applied science degree, shall be awarded a state high school diploma from the college upon written request from the student. Individuals under this subsection are not eligible for funding provided for K-12 students. (These individuals are not required to complete the State Board of Education’s graduation requirements.)

Students

- Students must provide a written request to the college registrar’s office (or designee) to receive a high school diploma from the college by completing their associate of arts degree, associate of science degree, associate of technology degree, or associate in applied science degree (this may just be a check box on the same form that you use to apply for your college degree).
- It is clarified that any student who is younger than 21 years old and has been enrolled in Running Start at any time may request a high school diploma from the college upon associate degree completion. This is regardless if they are currently enrolled in RS or not.
- It is clarified that the individuals over 21 are not eligible for state K-12 funding.

Copy to District Registrar Copy to Building Registrar

INSTRUCTIONS FOR COMPLETING THE RSEVF

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.
- 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.
- ◇ 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 unless the student does not consent. If that information is not readily available to high school counselors, they must contact their Child Nutrition Services office to request it or establish a process by which it can be shared directly by Child Nutrition Services.

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 colleges 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 and the name(s) of the college(s) provided.

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 who exceed the 1.40 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

EXCEPTIONS WHEN A 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 on the 1.40 Running Start FTE/AAFTE limitation, refer to the [Running Start Technical Guide](#).

STUDENT SECTION (Top Left): RSEVF completion begins with the student who provides:

- Their name, phone number, and email.
- Their high school and school district.
- Their high school identification number. If unknown, the school counselor or main office staff can assist.
- The college name and college term (quarter or semester). Contact the college to determine if it is on a quarter or semester schedule.
- Their college student identification number. If unknown, refer to an earlier completed RSEVF or contact the college.
- Consent to share FRPL/income status ◇ for eligibility for college fee waivers.
- 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 and the other college(s) they may be attending this term.
 - An SQEAF is attached.
 - 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.
- **The Available College FTE/Credits section**, indicating:
 - The FTE that will be claimed by the high school/skill center. 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.
 - The maximum number of college credits the student may enroll for using the Running Start Funding Limit Table.
 - The student's grade level for the forthcoming Running Start term.
 - Any additional information pertaining to the student's plans (e.g. remaining HS requirements, anticipated courses at other colleges, etc.) that would be helpful for college advisors in the lines available.
 - Counselor or authorized administrator's signature, title, and contact information.

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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