Glacier Peak High School Running Start Information and Agreement

Earn College Credit in High School

What is Running Start? Running Start allows 11th and 12th-grade students to attend certain colleges and earn both high school and college credits simultaneously.

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.

Running Start Enrollment Steps

Check these steps off as they are completed

- ☐ Student and parent/guardian **read through this entire packet**.

- ☐ Student and parent/guardian **research colleges** for Running Start and **choose** which one the student will apply to.

    - Google search: "(Name of College)" and "Running Start". Colleges most often attended by GP students: Everett Community College, Cascadia College, Edmonds College, Bellevue College, Lake Washington Technical Institute.
    - Go to the Running Start webpage of the college of your choice to sign up for and attend a Running Start information session (if offered by the college).

- ☐ Student **applies to Running Start on the college's website and completes all steps of the application process**.

- ☐ Student **completes English placement** through the college (**and Math placement** if planning on taking a math course through Running Start next year). The placement process differs by college and may involve taking a test (e.g., Accuplacer) or submitting materials (e.g., transcript, SBA scores, etc.).

- ☐ Student and parent/guardian **complete and sign the agreement at the end of this packet**.

- ☐ Student and parent/guardian **send or give the attached agreement to the student's GP counselor**, who will set up a meeting to change GP course requests and create a Running Start Enrollment Verification Form (RSEVF).

- ☐ Student **sends the completed RSEVF to the Running Start Office** at the college.

- ☐ Student **completes college requirements for advising** and **registers** for college classes on the college's website.

Important Information

- Placement into English 101 predicts that students are **academically ready** to take college-level courses.

- Students must **provide their own transportation** to the college.

- Students don't pay for Running Start tuition, but **families incur some costs** (e.g., books, fees, parking, tuition for courses below the 100 level, etc.) and should also be aware of the **funding limits on tuition** listed on the RSEVF.

- **Summer quarter classes** have not been tuition-free in the past, though some exceptions now exist.

- Your RSEVF is completed with your GP counselor **every quarter** you attend Running Start. It is **your responsibility to schedule an appointment** with your counselor to complete your RSEVF at least 7 days before your registration date. Counselors are not available for drop-in RSEVF appointments. It is also **your responsibility to send the completed RSEVF** to the college every quarter.

- **Refer to the course equivalency chart** and register for the appropriate classes that your counselor went over with you. If you are unsure or need clarification, please consult with your counselor prior to registering for a different class. Students need to **ensure courses meet high school graduation requirements**. Once you discuss classes needed for graduation with your counselor, it is **your responsibility to make sure you are signed up for the correct equivalency classes**, as counselors cannot see registered college courses until after the deadline.

- Students should verify **transferability of credits to other institutions** based on any future goals or plans.

- Some online courses exist through Running Start, but don't count on an entirely online experience through Running Start if that is your hope, since you **may be required to take some in-person courses** along the way.

- If **electing to pursue a PE alternative** (online or waiver), PE should be completed no later than fall of senior year.

- You must consider and **work with the availability of required courses** through the college schedule. Classes may fill up quickly. The earlier you register, the better your chance to get your desired courses.

- **Your Running Start schedule cannot interfere with your GP schedule**, though it might conflict with GP's holiday breaks. Starting and ending dates will also differ between GP and the college.

- When a Running Start class is completed, the **class and grade will appear on the high school transcript**. Remember that 5 college credits equal 1 high school credit.

- Students are **responsible for officially dropping any GP classes or community college classes before the drop deadlines**. Notify your GP counselor if you end up dropping a college course.

- Students must **maintain good standing** at the college to continue Running Start (e.g., GPA).

- **Credit recovery is not available** through the district for failed Running Start classes.

- Students who drop out of Running Start mid-term or are no longer eligible for Running Start **will not be able to re-enter GP classes until the beginning of the next term**. This may adversely affect graduation.

- Please understand that once you are committed to Running Start, you are a college student and the responsibilities (e.g., registration, attendance, assignments, grades, etc.) **rest solely on the student**.

- Once you are a Running Start student, **continue to check your school email, the GP Weekly Bulletin, StudentSquare, and the GP Website.** You'll miss important information if you don't stay connected to GP. **Coordinate with your GP counselor to ensure all graduation requirements are met.**

- Running Start students **can participate in high school activities and events**.

- Diplomas will not be issued for Running Start students until **grades are received** from the community college and **transcripts are finalized**.

Snohomish School District Running Start Class Equivalencies 23-24						
	Cascadia College	**Everett Community College**	**Edmonds Community College**	**Shoreline Community College**	**Bellevue College**	**Lake Washington Technical College**
English	ENGL& 101+	ENGL& 101+ JOURN 101, JOURN 110, JOURN 111	ENGL& 101+ HUM 108, HUM 109, HUM 235, JOURN 115+	ENGL& 101+	ENGL& 101+	ENGL& 101+
Mathematics	MATH 095*, MATH& 107+, ACCT 140 MATH 085* ~ACCT 140, ~ACCT& 201+ ~IT-CS 142 (RCW 28A.230.300)	MATH 096*, MATH 099*, MATH 100+ ~ACCT 110, ~ACCT& 201+ ~CS& 141, CS 110 (RCW 28A.230.300)	Math 097*, MATH& 107+ MATH 087* ~ACCT& 201+ ~CS& 141, ~CS 115 (RCW 28A.230.300)	Math 099*, MATH& 107+, ~ACCT 104, ~CS 121 ~ACCT& 201+ ~CS& 141 (RCW 28A.230.300)	MATH 098*, MATH 099*, MATH& 107+, ~ACCT 101, ~BUS 145 MATH 097* ~ACCT& 201+ ~CS 209+ (RCW 28A.230.300)	MATH 098*, MATH 099*, MATH& 107+, ACCT 111, ACCT 121, ACCT& 201+, ENGT 131, ENGT 132 ~MATH 090 ~CS& 141 (RCW 28A.230.300)
Science	ASTR& 100+, ATMS 101, BIOL 120+, CHEM& 105+, ENVS& 101+, GEOL& 101+, NSCI 101+, OCEA& 101+, PHYS& 100+ ~IT-CS 142 (RCW 28A.230.300)	ASTR& 100+, BIOL&100+, CHEM&110, BOT 113+, ATMS 101, ENVS& 100+, GEOL 102+, OCEA& 101+, PHYS 102+ ~CS& 141, ~CS 110 (RCW 28A.230.300) NAT S 107	ASTR& 110+, ANTH& 215, BIOL& 100+, CHEM& 110+, GEOL& 101+, PHYS& 110+, ENVS& 101+, HORT 102+ ~CS& 141, ~CS 115 (RCW 28A.230.300)	ASTR& 101+, BIOL 107+, CHEM& 110+, ENVS& 100+, GEOL& 101+, PHYS 110+, OCEA& 101+ ~CS& 141 (RCW 28A.230.300)	ASTR& 100+, BIOL& 100+, BOTAN 110+, CHEM 100+, ENVS& 100+, OCEA& 101+, PHYS& 100+ GEOL& 101+, ENVS& 100, ANTH& 215, ~CS 209+ (RCW 28A.230.300)	CHEM& 121+, PHYS& 114+, ENVS& 101, HORT 103+, GEOL& 101 BIOL& 160 ~CS& 141 (RCW 28A.230.300)
U.S. History	HIST& 146, HIST& 147, HIST& 148	HIST& 146, HIST& 147, HIST& 148	HIST& 146, HIST& 147, HIST& 148 HIST 104, HIST 105, HIST 106	HIST& 136, HIST& 137, HIST& 146, HIST& 147	HIST& 146, HIST& 147, HIST& 148	HIST& 146, HIST& 147, HIST& 148

Government	POLS& 202, POLS& 204, POLS 206	POLS& 202, POLS& 204, POLS 205	POLS& 202, POLS& 204, POLS 206	POLS& 202	POLS& 202	POLS& 202
WA State History	HIST& 214	HIST& 214	HIST& 214	HIST& 214	HIST& 214	Not Available
World History	HIST& 126, HIST& 127, HIST& 128	HIST 103, HIST 111, HIST 112	HIST 111, HIST 112, HIST& 116, HIST& 117, HIST& 118, HIST& 126, HIST& 127, HIST& 128	HIST 234, HIST 235, HIST 236, HIST 237, HIST 238 HIST& 116, HIST& 117, HIST& 118	HIST 103 HIST 120	HIST& 126
World Language	ASL& 121+, CHIN& 121+, FRCH& 121+, JAPN& 121+, SPAN& 121+	ASL&121+, ARAB 121 +, CHIN& 121+, FRCH& 121+, GERM&121+, ITAL 121+, JAPN& 121+, RUSS&121+, SPAN 121+, SWA 121+	ARAB 100+, ASL&121+, FRCH& 121+, JAPN& 121+, SPAN& 121+	ASL& 121+, CHIN& 121+, FRCH& 121+, JAPN& 121, SPAN& 121+	ASL121+, CHIN&121+, FRCH&121+, GERM& 121+, ITAL 121+, JAPN& 121+, SPAN& 121+	ASL& 121+, SPAN& 121+
Fine Art	ART 100+, DRMA& 101+, MUSC 105+	ART 100+, DRMA 100+, PHOTO 110+, FILM 100+, MUSC 105+ GRAPH 113+	ART 100+, DANCE 130+, VISCO 110+, MUSC 101+, DRMA& 101, PHOTO 101+	ART& 100+, CINEM 201+, DRMA& 101+, MUSC 100+, VCT 101+	ART 100+, DANCE 130+, DMA 100+, DRMA& 101+, MUSC 100+	ART& 100+, DSGN 117+,
Physical Ed	Not Available	PEHW 100-199	PE 100+	PE 105+, NUTR 188	PE 100+	Not Available
Health		PEHW 203 (health only)	HLTH 100+	Not Available	HLTH 250	Not Available
Career & Technical Education	Any Business, Technology, Vocational, or Family & Consumer Science course level 100 or greater. Speak with your school counselor for information.					

NOTES:

An * symbol indicates a course under 100 level; this class will not be paid for through Running Start.
A ~ symbol indicates that course is equivalent to a third-year math or science course.
An & symbol in the title indicates that course is equivalent at community colleges across the state.

Any course not listed in a subject area above can be Any course not listed in a subject area above can be taken but
Each college credit is equal to 0.2 high school credit. (Example: 5 college credits = 1.0 high school credit)

# of High School Classes	Free College Credits
0-1	15
2	12
3	10
4	6
5	3
6	0

Updated: November 3, 2023

Washington Office of Superintendent of
PUBLIC INSTRUCTION

2025-26 Running Start Enrollment Verification Form

Student

Name (Last, First): _____

Phone: _____ Email: _____

High School: _____

High School SID #: _____ District: _____

College: _____ College SID/ctcLink #: _____

College Term: ☐ Quarter _____ **OR** ☐ Semester _____
(Fall, Winter, Spring) (1st or 2nd)

Consent to share FRPL/income status for purpose of college fee waiver ☐ Y ☐ N

Counselor or Authorized HS/District Administrator

☐ Check if this is a revision ☐ Student Over 18

☐ New Student ☐ Returning Student

☐ Homeschool Student ☐ Private School Student

☐ Student Enrolled in Multiple Colleges (Requires separate RSEVF for each college.) Name(s) of additional college(s):

_____

☐ Spring Quarter Eligibility Adjustment Form (SQEAF) attached.

FRPL ◊ eligibility in past 5 yrs. ☐ Yes ☐ No

Running Start Classes (by Student)

College Course (Dept. & Number)	# of College Credits		High School Equivalency (by Counselor/Administrator) High School Equivalency	# of HS Credits
		=		
		=		
		=		
		=		

Running Start Funding Limit Table

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

* Students should check with college about the maximum number of credits allowed. Overages may require college approval.

Available College FTE/Credits (by Counselor/Administrator)

For the college term Δ 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 high school/skill center FTE above.

Student Grade Level: ☐ 11th ☐ 12th ☐ 5th Year Sr °

Comments: _____

_____

_____

_____

High School/District Signature: _____ **Phone:** _____

Printed Name & Title: _____

College Signature: _____ **Phone:** _____

Printed Name & Title: _____

Student & Parent/Guardian Acknowledgement

I understand that:

- 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 Funding Limit Table, the student is responsible for:
  1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or
  2) withdrawing from the excess college or high school course(s).
- Unless waived based on family income, the student is required to pay any college/lab fees charged for college classes.
- The signature below acknowledges the need to share FRPL eligibility only with the college to ensure access to tuition/fee waivers. Choosing not to disclose income status (see checkbox in "Student" section) will not affect eligibility for Running Start or free and reduced-price meals. Individuals receiving the information will not share it with any other entity or program.
- 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 responsibilitiy to determine college admissions policies/deadlines and whether earned college credits will transfer.
- After completing their college coursework, students are responsible for requesting offical college transcripts through the college's registrar's office.

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 parent[s] [or guardian(s)] 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 parent[s] [or guardian(s)], without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

I acknowledge 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

FORM SPI 1674 (3/2025) This is a 2-page form, with the details & instructions printed on page 2.
Questions: Students & Parents/Guardian, contact local high school; High school & college staff, email OSPI at SAFSEnrollment@k12.wa.us.

SAMPLE

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.

o 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.

INSTRUCTIONS FOR COMPLETING THE RSEVF

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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EXAMPLE

Running Start Agreement for Participation

(To be completed and given to the student's counselor at GPHS)

We have read the Glacier Peak High School Running Start Information and Agreement packet and understand all the requirements.

Print Student Name: _____

Student Signature: _____ Date: _____

Grade: _____ Grad Year: _____

Student Non-School Email Address: _____

Student Cell Phone Number: _____

ctcLink ID: _____

College: _____

English placement: _____

Math placement OR next year's math class at GP: _____

Preferred period(s) for class(es) at GP (if applicable): _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Email Address: _____

Parent/Guardian Phone Number: _____