



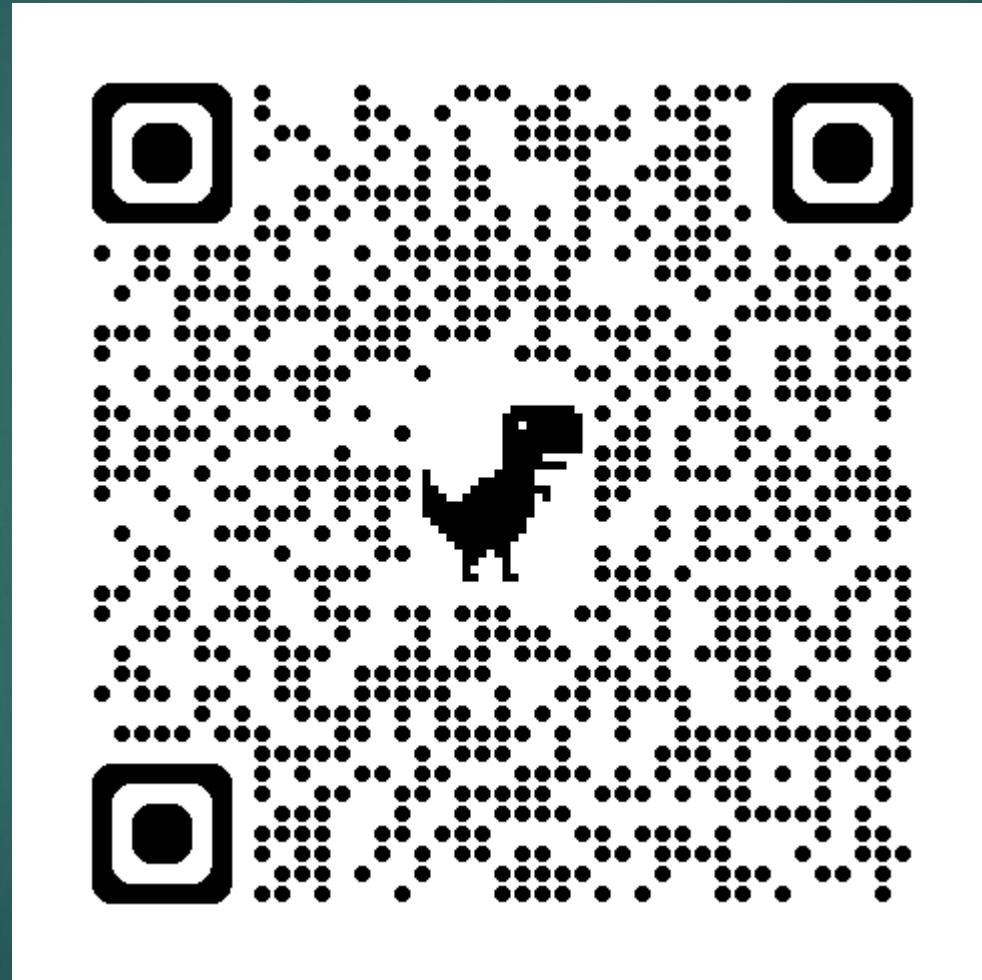
# Running Start Application Workshop

FOR FUTURE 11<sup>TH</sup> AND 12<sup>TH</sup> GRADE HIGH SCHOOL STUDENTS

# SHS Course Requests

**You must request a full seven period schedule at Skyline during the Course Request Process!**

# Step 1 – Attend an Info Session - BC

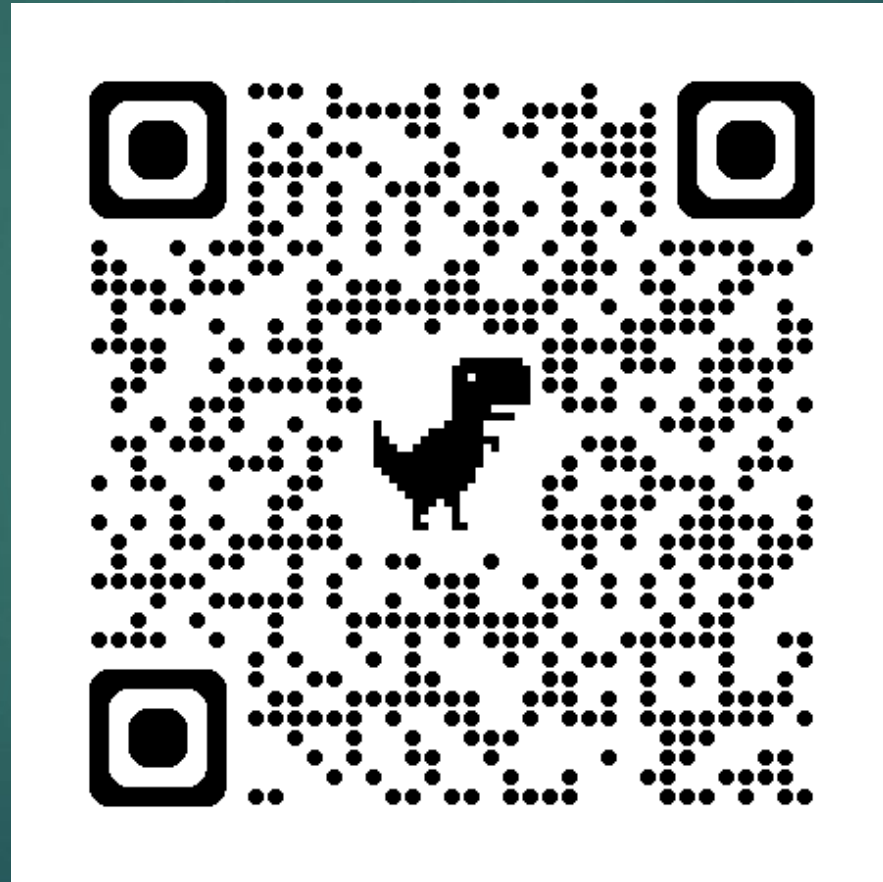


# Step 2- Complete the College Admission Application-BC

- ▶ **Use** this QR code to start your application.
- ▶ Select “Create an Account”
- ▶ On the application, **select** “First Year” **not** “Running Start”.
- ▶ **Do not** select “Transitional Studies”.
- ▶ **Select** “Non-Seeking” degree. THIS IS VERY IMPORTANT!
- ▶ **Do not** use your High School email for the application.
- ▶ **Use** the [Step by Step Instructions](#) on the BC website.
- ▶ Note: You apply only once – current students do not need to reapply.



# Step 3 - Complete the Running Start Intent Form



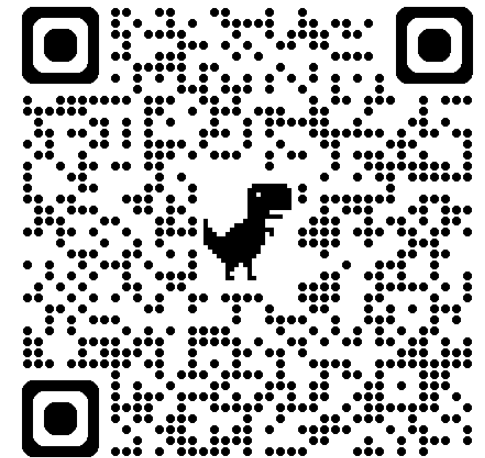
# Step 3.5 – Patiently wait for the college to email you

Wait for the college to email you with next steps!

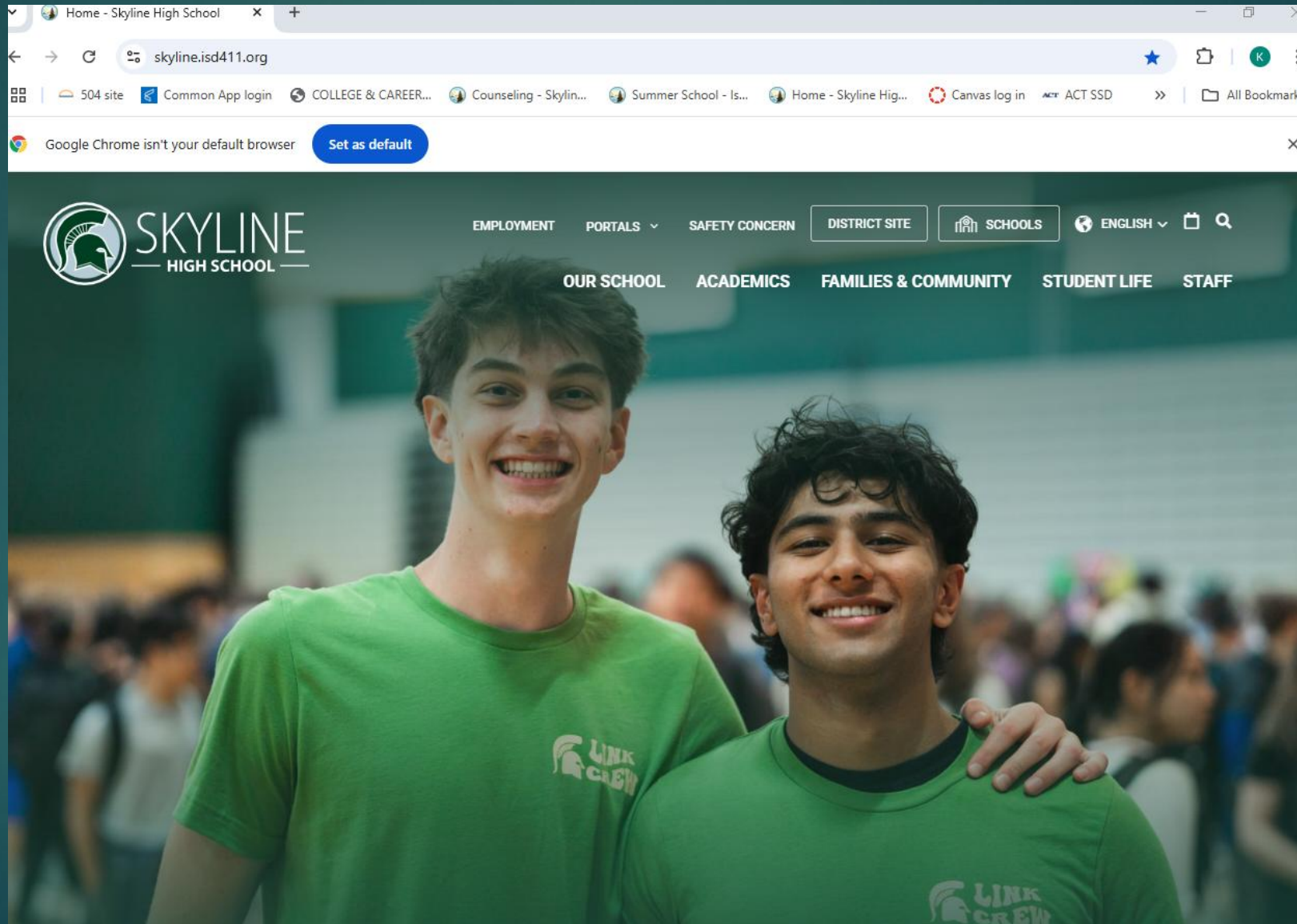
- ▶ After your Bellevue College application is processed, expect an email from the **BC Enrollment Office** with your nine-digit ctcLink ID number. You will then proceed to set up your BC accounts.
- ▶ Check your junk mail or spam folder to make sure you do not miss it.
- ▶ First, activate your ctcLink account by clicking the last link at the bottom of the page titled [“Activate Your ctc Link Account”](#).
- ▶ Next, you will [set up your NetID](#) and create a BC email.
- ▶ If you need help, please look at BC tutorials [How to Activate Your ctcLink Account](#) and [Create NetID \(BC Email Address\)](#)

# Step 4– English and Math Placement BC

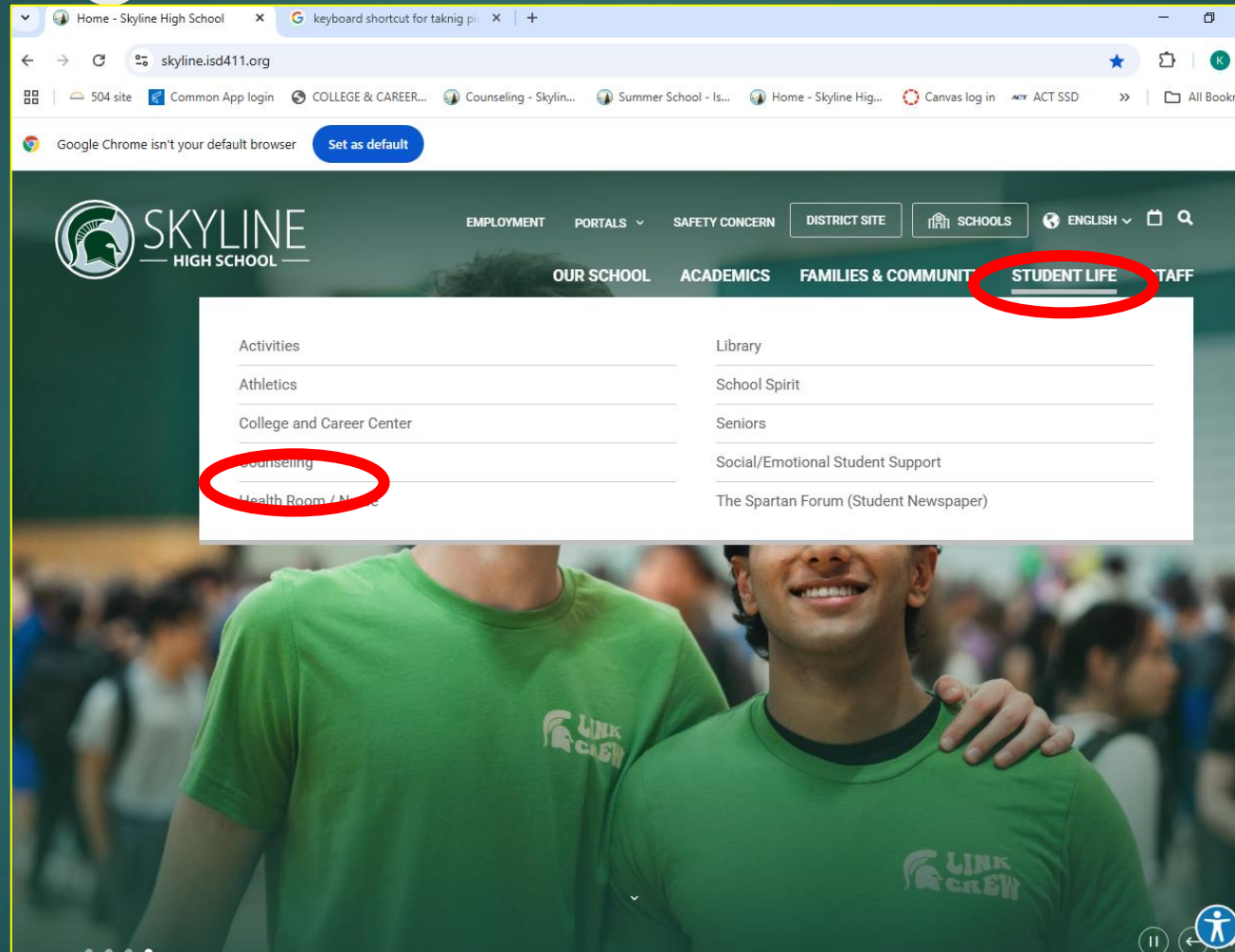
- ▶ To get your English and math placement using the options below, you must first complete the [New Student Admission](#) process and set up your [NetID and BC email](#). **PLEASE NOTE:** If you have just created your Net ID, the webforms may not auto-populate until 12 hours after you create the Net ID.
- ▶ Options for placement include high school transcripts, SBA scores, IB test scores, BC placement tests and more. Please see all options here: <https://www.bellevuecollege.edu/current-students/placement-testing-services/placement/>



# Go to Skyline Home Page



# Hover over Student Life and Select Counseling



# Select Transcripts from the menu

The screenshot shows a web browser window displaying the Skyline High School website. The browser's address bar shows the URL `skyline.isd411.org/student-life/counseling`. The website header includes the Skyline High School logo and navigation links for EMPLOYMENT, PORTALS, SAFETY CONCERN, DISTRICT SITE, SCHOOLS, ENGLISH, and a search icon. A secondary navigation bar lists OUR SCHOOL, ACADEMICS, FAMILIES & COMMUNITY, STUDENT LIFE (which is underlined), and STAFF. Below this, a dropdown menu is open, showing links for Activities, Athletics, College and Career Center, Counseling (which is underlined), Health Room / Nurse, Library, School Spirit, Seniors, Social/Emotional Student Support, and The Spartan Forum (Student Newspaper). The main content area features a breadcrumb trail: HOME > STUDENT LIFE > COUNSELING. The title 'Counseling' is displayed in a large, bold font. Below the title is a 'Welcome' section with a photograph of a room. On the right side, a 'Resource Directory' is listed with several items: Resource Directory, Transcripts (circled in red), Running Start, Post-High School Planning, Course Request Process, and Academics. A small person icon is visible at the bottom right of the Academics link.

# Click on the Parchment Link

The screenshot shows a web browser window with the URL `skyline.isd411.org/student-life/counseling/transcripts`. The page header includes the Skyline High School logo and navigation menus for EMPLOYMENT, PORTALS, SAFETY CONCERN, DISTRICT SITE, SCHOOLS, ENGLISH, and a search icon. A secondary menu includes OUR SCHOOL, ACADEMICS, FAMILIES & COMMUNITY, STUDENT LIFE (highlighted), and STAFF. A sub-menu under STUDENT LIFE lists Activities, Athletics, College and Career Center, Counseling (highlighted), Health Room / Nurse, Library, School Spirit, and Seniors. Below this, there are links for Social/Emotional Student Support and The Spartan Forum (Student Newspaper). The breadcrumb trail reads HOME > STUDENT LIFE > COUNSELING > TRANSCRIPTS. The main heading is **Transcripts**, followed by the sub-heading **Guide to Ordering Transcripts**. The text states: "Issaquah School District partners with **Parchment** for ALL transcript services. IMPORTANT: SHS staff do NOT send or upload transcripts to any colleges. To place an order use Parchment button below." A button with a chain link icon and the text "Parchment" is circled in red. A right-hand sidebar contains a Resource Directory with links for Transcripts, Running Start, Post-High School Planning, Course Request Process, and Academics. A footer note reads: "Please note: Parchment is not automatic - SHS staff must process each request. Please allow 2 school days for..."

# This is what the landing page will look like. Scroll down!

The screenshot shows a web browser window with the URL `parchment.com/u/registration/25112/institution`. The page features the Parchment logo in the top left and a navigation bar with a close button. The main content area is titled "Learner Account" and includes the Skyline High School logo and address: "1122 228th Ave SE, Sammamish, WA, 98075-9509, US". Below this, there are two options for account creation: "Ordering your own credentials or academic records" and "Ordering on behalf of someone else". A message from Skyline High School follows, explaining the partnership with Parchment and providing instructions for setting up an account. The message states: "Isaquah School District partners with Parchment for all transcript services. Parchment is a secure service that allows you to place and track orders online, accessible 24/7. If you are a current student, setting up an account for the first time, please make sure you are using a registration code to set up your account. This feature will allow you to view and store an unofficial copy of your transcript. To obtain your registration code, please visit the Skyline Counseling Center. Transcripts will be sent directly to the admissions office or location of your choice. Costs vary based on the method of delivery and destination (ex: overnight express/overseas mailing). Transcripts must be paid by credit card when you order, and you will be able to see the exact costs for each order before entering your credit card information. Parchment.com accepts Visa, MasterCard, Discover & American Express. Please allow 2 business days for processing of all transcripts, whether they are to be sent electronically or via mail. Please keep this in mind when considering college deadlines, and before..."

# Click here! DO NOT ENTER YOUR EMAIL ADDRESS

Transcripts - Skyline High School x Skyline High School Transcript F x keyboard shortcut for taknig pi x +

parchment.com/u/registration/25112/institution

504 site Common App login COLLEGE & CAREER... Counseling - Skylin... Summer School - Is... Home - Skyline Hig... Canvas log in ACT ACT SSD All Bookmar

Google Chrome isn't your default browser Set as default

parchment

Setting up an account for the first time, please make sure you are using a registration code to set up your account. This feature will allow you to view and store an unofficial copy of your transcript. To obtain your registration code, please visit the Skyline Counseling Center.

Transcripts will be sent directly to the admissions office or location of your choice. Costs vary based on the method of delivery and destination (ex: overnight express/overseas mailing). Transcripts must be paid by credit card when you order, and you will be able to see the exact costs for each order before entering your credit card information. Parchment.com accepts Visa, MasterCard, Discover & American Express. Please allow 2 business days for processing of all transcripts, whether they are to be sent electronically or via mail. Please keep this in mind when considering college deadlines, and before school holidays.

Current students:  
You are able to receive (E) Official Transcripts at no charge. Charges apply for each additional  
Show More

**START HERE - ENTER YOUR EMAIL ADDRESS**

Or Click Here if you have a Registration Code

\* Email

Continue

\* All items marked with a red asterisk are required

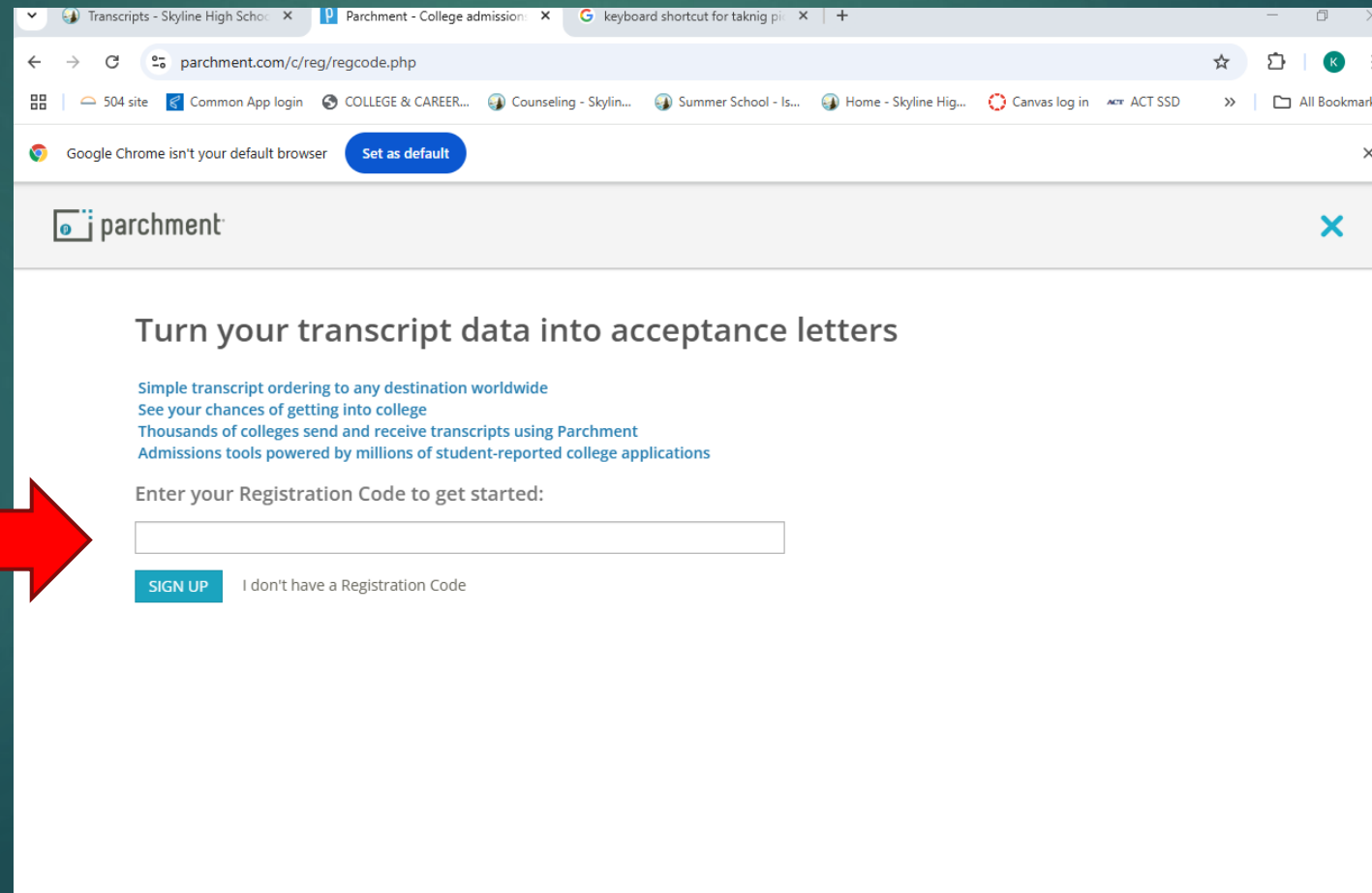
By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

Support: Screen Share

parchment

Terms of Use Privacy Policy

Enter the Registration Code you obtained from the Skyline College and Career Center.



The screenshot shows a web browser window with the URL `parchment.com/c/reg/regcode.php`. The page header includes the Parchment logo and a close button. The main heading is "Turn your transcript data into acceptance letters". Below this, there are several lines of text: "Simple transcript ordering to any destination worldwide", "See your chances of getting into college", "Thousands of colleges send and receive transcripts using Parchment", and "Admissions tools powered by millions of student-reported college applications". A form section titled "Enter your Registration Code to get started:" contains a text input field. A red arrow points to this input field. Below the input field is a blue "SIGN UP" button and a link that says "I don't have a Registration Code".

Turn your transcript data into acceptance letters

Simple transcript ordering to any destination worldwide  
See your chances of getting into college  
Thousands of colleges send and receive transcripts using Parchment  
Admissions tools powered by millions of student-reported college applications

Enter your Registration Code to get started:

[SIGN UP](#) [I don't have a Registration Code](#)

# Step 5 – Meet with your School Counselor

- ▶ After completing the college's application, the college will notify you when it is time for you to meet with the School Counselor to fill out the Enrollment Verification Form.
- ▶ To sign up for a meeting, you will fill out our meeting request form. You will need the following required items:
  - ▶ College application submission
  - ▶ College ID Number
  - ▶ Completion of English and Math placement with the college
  - ▶ Skyline Running Start Agreement Form
  - ▶ Signed RSEVF
- ▶ Once you fill out the meeting request form, your Counselor will schedule a time with you.

## Step 6 – Submit your RSEVF to the college

- ▶ After meeting with your School Counselor and filling out the RSEVF, you will need to give a copy of it to the college. Your School Counselor **CANNOT** send the RSEVF to the college for you.

Q & A

