Name: _____ Grad Year: _____

IHS Running Start Participation Agreement

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

Student / Parent (*initial)*

_____/_____1. Running Start (RS) students are making the decision to take classes away from IHS. As such, they are not present for school announcements and/or classroom presentations regarding graduation and other IHS topics. Students enrolled in RS classes and their parents must check in regularly to **stay informed**. This includes subscribing to and reading eNews, checking IHS websites to stay informed of alternate schedules, special events, college application and graduation timelines and procedures, and ensuring that students check their personal email daily, and attend class meetings.

_____/_____2. Issaquah School District is on a semester (18-week) schedule and community colleges are on a quarter (11-week) schedule. Class terms and vacation dates will not align. Missing school at one campus because the other is not in session is unacceptable. Additionally, part-time students must plan their schedules so that 100% attendance on both campuses is logistically possible, accounting for both travel time and Wednesday's altered schedule. **RS cannot conflict with a student's IHS schedule.**

_____/_____3. Because class terms are not aligned, you must make a year-long commitment/decision to participate in RS. You cannot start or end RS mid-year without adversely impacting their credits. Students who drop out of RS mid-year will be required to return to IHS mid-term even though they may be unable to earn credit for the new schedule. This may adversely affect graduation.

_____/_____4. Students are responsible for maintaining full-time student status overall. Reducing credits on one campus requires adding credits at the other. Students are **required** to get permission from their IHS counselor **PRIOR** to dropping a Running Start class after the quarter has begun, and will be required to add classes at IHS to maintain full-time student status.

_____/_____5. All RS grades will become a permanent on the student's high school and college transcripts. Students must take all courses for a letter grade. College academic courses require a high level of self-discipline. **The college will not send progress reports or warnings; therefore, students are responsible for monitoring their own progress.**

_____/_____6. **Participating in Running Start does not guarantee an IHS parking pass. All Running Start students must go through the regular parking lottery process.**

_____/_____7. RS Students are only allowed on the IHS campus before school, after school, and during the periods they are scheduled in an IHS class. The only exceptions would be scheduled appointments, or school-sanctioned events such as assemblies or class meetings.

_____/_____8. If RS students meet WIAA eligibility standards, they are eligible to participate in high school athletics and activities at IHS. However, the scheduling of RS and athletics/activities can be challenging so plan ahead! **Athletes must have the enclosed WIAA agreement form on file.**

_____/_____9. Entrance into RS varies for each community college. All colleges have application guidelines and admissions expectations. Students must work within the program requirements as stated by the college. Placement processes will be outlined by the college as well. You might have to take an exam or provide the college additional information during your application process. Please read all emails from the college completely and carefully. You must adhere to deadlines publicized by the college.

_____/_____10. Appropriate math scores will be required if a student plans to enroll in college-level math or science. Courses numbered 099 or below, in any subject area, are not considered college-level, and cannot be funded by RS.

_____/_____11. Running Start students are subject to all rules, regulations and procedures governing college students for course requirements, content, registration, grading and appropriate behavior. Colleges treat the RS student as a college student and will not communicate attendance or academic problems to the parent or high school. Students will communicate directly with the college RS office or instructors with any college course concerns.

_____/_____12. Once accepted into Running Start, students must maintain a minimum 2.0 college GPA. If the student's GPA falls below a 2.0, the student is placed on academic probation at the community college. If the student violates the terms of the academic probation in any future quarter, the Community College will revoke access to RS, and the student must immediately return to IHS.

_____/_____13. Students may participate in RS for a maximum of 6 quarters, or until the end of their 12th grade. Students may only take RS fall, winter, and spring quarters; there is no summer RS program.

_____/_____14. Students with disabilities who have a 504 or IEP plan are responsible to inform and provide documentation of the disability to the community college.

_____/_____15. Books, registration/lab fees, parking/transportation costs are the responsibility of the student.

_____/_____16. The earlier you are able to register, the better your chances are to get your desired courses. Community College classes fill first come first serve, and students are not guaranteed a seat in classes they need or want. Minding all RS deadlines and registering for classes each quarter at the appointed time is the responsibility of the student.

_____/_____17. Students must communicate with IHS to schedule an appointment for the required RS signature each quarter. This happens ahead of their college deadlines, and students are responsible for bringing their form and a plan for the next set of classes with them to the meeting.

_____/_____18. Issaquah School District determines which college classes will meet specific high school graduation requirements. RS students are subject to the same state and district graduation requirements as all other IHS students, and must plan accordingly for non-credit requirements like Tech Proficiency, NW Studies, State Assessments, and the High School & Beyond Plan.

_____/_____19. As with all IHS students, it is the student and parent's responsibility to ensure that high school graduation requirements are being met and graduation timelines and procedures are being met. We strongly advise against leaving any graduation requirements until Spring quarter of Senior year to avoid unnecessary obstacles to graduation.

_____/_____20. Not all post-secondary colleges, especially those out-of-state, accept RS courses for college credit. Those who do may have rules about specific courses, etc. Students must consult directly with an individual college/university to determine its policies. It is the student's responsibility to make sure she/he understands these requirements from the school(s) of their choice.

We have read the Agreement for Participation in Running Start and understand all requirements.

_____	_____	_____
Student name (print)	Student signature	Date
_____	_____	_____
Parent/Guardian name (print)	Parent/Guardian signature	Date

Washington Office of Superintendent of
PUBLIC INSTRUCTION

2026-27 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)

☐ Check if you are **NOT** pursuing a diploma through the school district (i.e., you are in home school, a private school, or seeking a college-issued diploma). ∞

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

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

Running Start Funding Limit Table

Enrolled High School						Available	
Weekly Minutes based on high school bell			FTE			Max Allowed FTE	Max Credits
For the spring quarter only & under 1.27 AAFTE after the Winter term							
0	-	58	-	-	0.03	1.33	20 *
0	-	58	-	-	0.03	1.27	19 *
59	-	174	0.04	-	0.10	1.20	18
175	-	291	0.11	-	0.17	1.13	17
292	-	391	0.18	-	0.23	1.07	16
392	-	507	0.24	-	0.30	1.00	15
508	-	624	0.31	-	0.37	0.93	14
625	-	724	0.38	-	0.43	0.87	13
725	-	840	0.44	-	0.50	0.80	12
841	-	957	0.51	-	0.57	0.73	11
958	-	1,057	0.58	-	0.63	0.67	10
1,058	-	1,173	0.64	-	0.70	0.60	9
1,174	-	1,290	0.71	-	0.77	0.53	8
1,291	-	1,390	0.78	-	0.83	0.47	7
1,391	-	1,506	0.84	-	0.90	0.40	6
1,507	-	1,623	0.91	-	0.97	0.33	5
1,624	-	or more	0.98	-	1.00	0.27	4

* 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: _____ **Date:** _____

College Signature: _____ **Phone:** _____

Printed Name & Title: _____ **Date:** _____

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 above 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 school/district must share FRPL eligibility with the college to ensure access to tuition/fee waivers. 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.
- Students pursuing a diploma from a public school district, charter or tribal school, or reengagement program must complete required High School and Beyond (HSBP) tasks in the SchooLinks platform or upload/transfer in the same information. Exceptions may only be made for seniors in schools using SchooLinks for the first time.
- If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether earned college credits will transfer.
- After completing their college coursework, students are responsible for requesting official 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

Questions: Students & Parents/Guardians, contact local high school; High school & college staff, email OSPI at SAFSEnrollment@k12.wa.us.

Key

⚯ Students pursuing a diploma from a public school district, charter or tribal school, or reengagement program must ensure their college courses meet state and local credit requirements for graduation. Aside from seniors in schools using SchooLinks for the first time, all students must complete required HSBP tasks in the SchooLinks platform or upload/transfer in the same information.

◊ 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. Typically, the RSEVF is the mechanism by which that is accomplished. 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.

* 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 58 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.

PURPOSE: The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.30 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 1.30 FTE for any month except in limited cases for December and January. Additionally, based on the student's AAFTE after March, a student may qualify to enroll in 20 credits for the spring term and be claimed for up to a 1.33 FTE. 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 0.30 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 1.30 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 1.30 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 1.30 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 1.30: 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 1.30 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 1.30 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 1.30 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 1.30 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.30 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.

Students interested in enrolling in 20 college credits for the spring quarter must also have a completed SQEAF demonstrating the student has available AAFTE to be claimed for a 1.33 FTE for that quarter only.

For more information on the 1.30 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.
- Acknowledgement of whether the student intends to earn a high school diploma through the school district or public charter or tribal school.
- 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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Washington Office of Superintendent of
PUBLIC INSTRUCTION

Summer Running Start Enrollment Verification Form

Student

Name (Last, First): _____

Phone: _____ Email: _____

High School: _____

High School SID #: _____ District: _____

College: _____ College SID/ctcLink #: _____

☐ Check if you are **NOT** pursuing a diploma through the school district (i.e., you are in home school, a private school, or seeking a college-issued diploma). ∞

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):

_____

_____

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

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

Available College FTE/Credits (by Counselor/Administrator)

If any of the boxes below are checked, there is no need to complete the table below. The student qualifies for 10 credits for the summer quarter.

The student: ☐ Is a rising junior (completing the 10th grade this year).
☐ Is a junior and took no Running Start classes this year.
☐ Is a senior, will not graduate in June, and took no Running Start classes this year.
☐ Took no high school classes and no more than 18 college credits per college term through Running Start this year.

Complete the table for any student who took a combination of HS and Running Start classes or more than 18 college credits per college term.

Student Grade Level: ☐ 10th ☐ 11th ☐ 12th but not graduating ☐ 12th **delaying** graduation (evidence required) ° ☐ 5th Year Sr *

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	AAFTE
High School FTE											0.00
College FTE											0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

** Complete the shaded fields. The available summer quarter college FTE and credits will calculate below.*

This student has:	• 0.00	Available AAFTE for summer quarter
	• 0.00	FTE that can be claimed for each month, July and August
	• 0.00	Number of college credits for the summer quarter

Comments: _____

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

HS Printed Name/Title: _____ **College Printed Name/Title:** _____

HS Phone: _____ **Date** _____ **College Phone:** _____ **Date** _____

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 that exceeds the 1.40 Annual Average FTE, the student is responsible for: 1.) paying all college tuition and fees associated with exceeding the college credits identified above or 2.) withdrawing from the excess college course(s).
- Unless waived based on family income, the student is required to pay any class/lab fees charged for college classes.
- The school/district must share FRPL eligibility with the college to ensure access to tuition/fee waivers. 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.
- Students pursuing a HS diploma through the district must complete annual High School and Beyond Plan requirements in the SchooLinks platform. (Exceptions may be made for seniors in schools during the first year of SchooLinks implementation only.)
- 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

Questions: Students & Parents/Guardian, contact local high school; High school & college staff, email OSPI at SAFSEnrollment@k12.wa.us.

Key

⚯ Students who are pursuing a high school diploma issued by the school district are responsible for ensuring that Running Start courses taken meet local graduation requirements. High School and Beyond Plan requirements must also be met and tasks/assignments must be completed in the SchooLinks platform.

◊ 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. Typically, the RSEVF is the mechanism by which that is accomplished. If FRPL information is not readily available to high school counselors, they must contact their Child Nutrition Services (CNS) office to request it or establish a process by which it can be shared directly by CNS.

° Seniors with available AAFTE may delay graduation to participate in summer Running Start. However, the student is responsible for providing evidence or assurances that the appropriate steps have been taken with school leadership or the district registrar to keep the student's academic record open. **Students who are formally graduated and enroll for summer college courses will be responsible for tuition and fees.** Note: Students meeting graduation requirements should be permitted to walk in graduation ceremonies without being formally graduated in the districts student information system.

* For the summer term, "5th Year Sr" refers to a student currently in a fifth year, not a non-graduating first-year senior. 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.

PURPOSE: The Summer Running Start Enrollment Verification Form (RSEVF) is a tool to determine which students are eligible to enroll in the summer quarter and what their available AAFTE is for the summer quarter. Additionally, this form provides the college and high school with the enrolled college classes and notifies the student and their parents/guardians if tuition charges will occur.

The Summer RSEVF is required to enroll in the summer quarter for each student registering for college classes through the Running Start program, including home-based and private school students. Students attending more than one college for summer quarter are required to have a separate Summer RSEVF for each college. When a student will attend multiple colleges, the appropriate box in the upper right-hand corner of the form must be checked and the name(s) of the college(s) provided.

If the student's college enrollment changes during the summer quarter, a revised Summer RSEVF must be completed and the appropriate box in the upper right-hand corner of the form must be checked.

Eligibility for the Summer Quarter: Students who meet a specific grade level requirement and who have available AAFTE after June are eligible to enroll in Running Start for the summer quarter for a maximum of 10 college credits.

Grade Level Requirement: Students who will complete grade 10, are in grade 11, or are in grade 12 but will not graduate at the end of the standard school year would meet the grade level requirement to enroll in Running Start for the summer quarter. Homeschool students must be deemed eligible to enroll as 11th grade students in the upcoming fall term based upon the grade placement policies of the district through which they intend to access Running Start.

Available Annual Average FTE (AAFTE) Limitation: 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 eleven months, October through August.

Students enrolled in both high school and college can be claimed for up to a combined 1.40 AAFTE for the school year. The high school cannot exceed 1.00 AAFTE but the college can claim up to a 1.40 AAFTE.

INSTRUCTIONS FOR COMPLETING THE SUMMER RSEVF

STUDENT SECTION (Top Left): The Summer RSEVF begins with the student completing the first section of the form, including:

- Their name, phone number, and email.
- Their high school and school district.
- Their high school identification number. If unknown, the school counselor, main office, or district staff can assist.
- The college name.
- Their college student identification number. If unknown, refer to an earlier completed RSEVF or contact the college.
- Acknowledgement of whether the student intends to earn a high school diploma through the school district or public charter or tribal school.
- 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 for the summer quarter and the other college(s) they may be attending.
  - 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.
- **Available College FTE/Credits section:**
  - First, determine if the student meets any of the following and check the appropriate box:
    - Is a rising junior (current sophomore).
    - Is a junior and took no Running Start classes.
    - Is a senior, will not graduate in June, and took no Running Start classes.
    - Took no high school classes and no more than 18 college credits per college term.

    If any box is checked, the student is eligible to enroll in up to 10 college credits for the summer quarter.
  - For students who took a combination of high school and Running Start classes or took more than 18 college credits per college term, using the table provided, input the FTE that the student was claimed each month, both by the high school and the college. Students enrolled in both a skill center and high school who have been claimed for a combined FTE more than a 1.0 in any month should be entered as a 1.0 FTE for that month. The table will calculate the AAFTE as of June, determine the AAFTE available for the summer quarter, and the number of college credits the student can enroll for.
  - **Grade Level:** Indicate the student's grade level.

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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Running Start Students and WIAA Eligibility

Students who access the Running Start Program at the community colleges find themselves on a different academic calendar from their high school for academic eligibility. There could be times during the high school year that Running Start students are not in school or taking academic courses. To ensure that students remain athletically eligible at their high school, they enter into the following contract with their school and commit to taking and completing the approved academic program at the community college and/or in conjunction with a blended schedule at their high school.

The purpose of this document is to record, in writing, the expectations of the Issaquah School District regarding the Running Start scholastic requirements of _____, a student/athlete at Issaquah High School, and serve as a safeguard for the Issaquah School District against penalty and sanctions if this student fails to meet the scholastic requirements as a Running Start student during the school year.

Expectations:

1. The Issaquah School District verifies the following approved academic schedule with the above named student athlete, a Running Start Student at Issaquah High School, that will met the WIAA and school district academic eligibility requirements.
2. The above named student athlete agress to attend all classes and to make no changes to his/her approved academic schedule without first consulting with his/her high school on the potential eligibility ramifications of such changes.

RUNNING START ACADEMIC PLAN for the _____ school year:
Normal credit hour requirement at Issaquah High School per semester: _____

RUNNING START TERM 1	Credit Hours
1	
2	
3	
4	
RUNNING START TERM 2	Credit Hours
1	
2	
3	
4	
RUNNING START TERM 2	Credit Hours
1	
2	
3	
4	

HIGH SCHOOL SEMESTER 1	Credit Hours

Total Credits per Semester

HIGH SCHOOL SEMESTER 1	Credit Hours

Total Credits per Semester

This agreement shall be signed and dated by the high school principal, the high school counselor, high school athletic director, the student/athlete, and his/her parents. By signing this agreement, the student and family agree to all terms of the agreement and understand they must adhere to the agreed academic plan for the school year or be subject to WIAA regulations 27.4 which states in part:"... [if] it is determined that the participant/parent/guardian provided the school with false information which caused the school to declare the participant eligible ... the participant will be declared ineligible for interscholastic competition for a period of one (1) year."

_____	_____
Student Athlete	Date
_____	_____
Parent/Guardian	Date
_____	_____
Parent/Guardian	Date
_____	_____
Counselor	Date
_____	_____
Athletic Director	Date
_____	_____
Principal	Date

27.4.0 USE OF INELIGIBLE PARTICIPANT- The use of a participant who is ineligible by WIAA or local school district rules shall result in forfeiture of contests in which that participant took part, except in situations in which it is determined that the participant/parent/guardian provided the school with false information which caused the school to declare the participant eligible. In such cases, the participant will be declared ineligible for interscholastic competition for a period of one (1) year. The one (1) year penalty begins on the day the determination is made that false information had been provided. The one (1) year penalty may be appealed to the WIAA Executive Director.

GUIDELINES IN ESTABLISHING RUNNING START ELIGIBILITY

1. Determine the number of credits required for athletic eligibility at the student's high school. Example: 5 classes required in a 6 period school day is equal to 2.5 semester credits needed for eligibility.
2. Establish the student's academic schedule for the year, either entirely as a Running Start student or a student with a blended schedule of classes from both Running Start and the high school.
3. Determine the number of credits to be earned in each of the courses.
4. The credits in the Running Start second term can be used either for the first semester, the second semester, or split between the two semesters.
5. It is possible that a Running Start student would not attend any classes during one of the three Running Start terms and still be eligible, provided he/she took enough credits during the other two terms to meet or exceed the number of credits per semester for athletic eligibility at the high school.
6. Running Start is a public school mainstream educational program. Eligibility is at the public school of residence where the student accesses the Running Start program. A student could still compete athletically for the private school if they maintain enrollment at the private school for at least 50 percent of the school day at the private school.