Woodinville High School
Running Start Packet

This packet will provide you with all the steps regarding Running Start enrollment. **Please read through it carefully.** Each college will have varying deadlines to participate in Running Start. You (the student) are responsible for meeting all deadlines associated with Running Start at both Woodinville High School and the college you plan to attend. Steps 7 & 8 are to be completed by WHS staff.

Running Start Enrollment Steps

Step	Person(s) Responsible	Task	Complete at WHS or College?
1	Student/Parent	Read through this packet.	**WHS**
2	Student/Parent	Go to the Running Start webpage of the college of your choice to begin the application process **-OR-** attend a virtual Running Start information session.	**COLLEGE** *(Links to Running Start webpages)* Bellevue · Cascadia Edmonds · Everett Lake WA Tech · Seattle Colleges Shoreline
3	Student	Apply to the college online.	**COLLEGE**
4	Student	Complete placement procedures.	**COLLEGE** *Self-Directed Placement or Accuplacer Exam*
5	Student/Parent	Read and sign the **WHS Running Start Contract** (page 6 of this packet).	**WHS**
6	Student & Alpha School Counselor	Schedule a meeting with your counselor to get approval. Bring the following to your meeting: • **WHS Running Start packet (with signed contract)** • **Placement results**	**WHS** ***Starting in APRIL after WHS course registration is completed***
7	Alpha School Counselor	Submit **Review Form & Contract** to Running Start Advisor	**WHS**
8	Running Start Advisor	Reach out to student to schedule a meeting to complete EVF (Enrollment Verification Form) and RS process.	**WHS**
9	Student	Complete orientation and register for RS courses.	**COLLEGE**

For questions regarding Running Start, please email the WHS Running Start Advisor at rsadvisor@nsd.org.

Woodinville High School
Running Start College Credit Chart

Please review the chart below for the number of state-funded credits allowed per quarter at the college through the Running Start Program. Students who exceed the amount of college credits will be responsible to pay for any additional college credits. Books, school fees, lab fees, parking fees, and transportation are all the responsibility of the student.

Classes at WHS	FTE	Maximum Funded College Credits
0	0.0	19
1	0.16	17
2	0.32	14
3	0.48	12
4	0.64	9
5	0.80	7
6	0.96	5
7	1.00	

Running Start Enrollment Requirements

Please review the chart below for the number of required courses to maintain full-time high school enrollment. Students must also be enrolled in college classes each quarter (Fall, Winter, and Spring).

Number of Running Start Credits	Minimum Classes to be Taken in NSD
5	4
10	2
15	0

College Courses Meeting Subject Area Graduation Requirements for Northshore School District High Schools

	Bellevue College www.bellevuecollege.edu 425.564.2026	Cascadia College www.cascadia.edu 425.352.8146	Edmonds Community College www.edcc.edu 425.640.1761	Everett Community College www.everettcc.edu 425.388.9211	Lake WA Institute of Technology www.lwtech.edu 425.739.8100 ext.435	Seattle Community Colleges www.seattlecolleges.com 206.587.3836	Shoreline Community College www.shoreline.edu 206.546.4591
ENGLISH	**ENGL& 101**, **ENGL& 111**, **ENGL& 112**, ENGL 131, ENGL 201, ENGL 210, ENGL 219, ENGL 220, ENGL 221, ENGL 226, ENGL 228, ENGL 229, **ENGL& 235**, ENGL 237, ENGL 238, ENGL 239, **ENGL& 244**, **ENGL& 245**, **ENGL& 246**, ENGL 253, ENGL 254, ENGL 255, ENGL 260, ENGL 261, ENGL 263, ENGL 264, ENGL 266, ENGL 271, ENGL 272	**ENGL& 101**, **ENGL& 102, ENGL& 111**, ENGL 211, ENGL 221, **ENGL& 235, ENGL& 244, ENGL& 245, ENGL& 254, ENGL& 255,** ENGL 277	**ENGL& 101**, **ENGL& 102, ENGL& 111**, **ENGL& 244, ENGL& 245, ENGL& 246**	**ENGL& 101**, **ENGL& 102,** ENGL 103, ENGL 105, **ENGL& 111**, ENGL 240, ENGL 253	**ENGL& 101**, **ENGL& 102, ENGL& 111, ENGL& 235**	**ENGL& 101, ENGL& 102, ENGL& 111, ENGL& 112,** ENGL 201**, ENGL& 235, ENGL& 244, ENGL& 245, ENGL& 246, ENGL& 254, ENGL& 256,** ENGL 257, ENGL 258	**ENGL& 101, ENGL& 102, ENGL& 111, ENGL& 112,** ENGL 200, **ENGL& 244, ENGL& 245, ENGL& 246**
US HISTORY	**HIST& 148**	**HIST& 148**	HIST 033, **HIST& 148**	**HIST& 148**	**HIST& 148**	**HIST& 148**	**HIST& 137, HIST& 148**
CONT. NAT'L-WORLD ISSUES/CIVICS	**POLS& 101, POLS& 202,** POLS 175, POLS 204, INTST 201	**POLS& 101, POLS& 202, POLS& 203, POLS& 204,** POLS 206, GS 101, GS 150	**POLS& 101, POLS& 202, POLS& 203, POLS& 204**	**POLS& 101, POLS& 202, POLS& 203, POLS& 204**	**POLS& 202**	**POLS& 101,** POLS 112, **POLS& 202, POLS& 203,** POLS 220	**POLS& 101, POLS& 202, POLS& 203,** POLS 221, INTST 200, INTST 201
WORLD HISTORY	HIST 102, HIST 103	**HIST& 126, HIST& 127, HIST& 128**	**HIST& 117, HIST& 118, HIST& 127**	HIST 111, HIST 112	**HIST& 126**	**HIST& 126, HIST& 127, HIST& 128**	**HIST& 117, HIST& 118,** HIST 234, HIST 235, HIST 236
WASHINGTON STATE HISTORY	**HIST& 214**	**HIST& 214**	HIST 049, **HIST& 214**	**HIST& 214**	Not Available	**HIST& 214**	**HIST& 214**
HEALTH	HLTH 250	**NUTR& 101**	HLTH 100	PEHW 203	**NUTR& 101**	HEA 160, HEA 125	**NUTR& 101**
LIFE FITNESS	PE 110, PE 111, PE 112	Not Available	PE 100, PE 105, PE 162, HLTH 150	Not Available	FTNS 100, FTNS 102	PEC 130, PEC 132, PEC 145, PEC 150, PEC 151, PEC 165	PE 134, PE 136, PE 139, PE 217, PE 236, PE 239
FINE ARTS, MATH, PE, SCIENCE	Any Fine Arts, Math, PE or Science courses level 100 or greater offered at the community college (see credit conversion information below). **NOTE: ANTH& 215** has been vetted to meet a lab science requirement. This is the only Anthropology course currently approved for Science credit.						
CAREER & TECHNICAL EDUCATION	Any Business, Technology, Vocational or Family and Consumer Education course level 100 or greater (see credit conversion information below).						

NOTE: Community College courses with "**&**" in the course title (shown in **bold**) indicate courses that are equivalent at community colleges across the state. A course **with this symbol** that appears on this list at one college may be taken for credit at any college, as long as it also contains the equivalency symbol **(&)** at the college where taken.

College Credit to High School Credit Conversion

College Credit(s)	High School Credit Applied to Transcript
5	**1.00**
4	**.80**
3	**.60**
2	**.40**
1	**.20**

6/2021 ad

WHS Running Start Course Equivalencies

This table helps identify college courses that meet WHS/NSD high school graduation requirements. Please note the following:

- This list was created based on what ***most*** WHS students take at either Cascadia, Bellevue or LWTech.
    - There are other college courses that may meet high school graduation requirements. Click here to review the college courses that meet subject area graduation requirements for the Northshore School District.
- One 5 credit college course is equivalent to 1.0 credit at the high school level.
    - For example, passing and earning 5 credits of ENGL 101 at Cascadia will grant you 1.0 credit in English 11 or 12.
- For current juniors, you must keep at least one high school graduation requirement for your 12th grade year in order to do Running Start in senior year.
- You must complete all of your high school graduation requirements by the end of Winter quarter of your senior year.
- If you have any questions, please email the WHS Running Start Advisor at rsadvisor@nsd.org.

High School Subject Area	College Course Equivalency
English	ENGL 101, 102, 111, 211, 221, 235, 244, 245, 254, 255, 277
US History	HIST 148
Civics/Contem. Nat/World Issues	POLS 101, 202, 203, 204 ***-or-*** GS 101, 150
Health	NUTR 101
Science*	Any 100+ class in BIOL, CHEM, PHYS
Arts*	Any 100+ class in ART, MUSC, DRMA
CTE*	Any 100+ in BUS, CS, ACCT, CMST
Flexible Credits*	Any 100+ in any subject where high school requirements have been met

**Check with your counselor as there are more options to meet this subject area.*

Northshore
School District

Northshore School District Running Start Contract

Student Name	Student ID	Class of	Student's college email
_____	_____	_____	_____

Running Start (RS) is a student driven program that offers students a valuable opportunity, but includes additional responsibilities and college academic courses frequently require a high level of self-discipline.

Northshore School District (NSD) aims to fully inform you and your parent/guardian about the unique requirements of the program.

To participate, both the student and parent/guardian need to review and sign this contract to confirm their understanding of the following expectations and agreements.

Policies and Procedures

- Entrance into RS varies for each community college. All students must follow the college's RS placement requirements to participate in RS.
- NSD is on a semester schedule and the community colleges are on a quarter schedule. Starting, ending, and vacation dates will be different. Missing school at one facility because the other is not in session will not be accepted as an excused absence. RS courses and transportation times cannot conflict with a student's NSD schedule. Parents must call their high school attendance office to excuse any absences due to alternate high school schedules (assembly days, testing, etc.).
- Colleges view RS students as college students and will not communicate attendance or academic concerns to the parent or the high school.
- RS covers tuition through a processed Enrollment Verification Form (EVF). Students are responsible for getting their EVF signed and turned into the college before the tuition deadline of each quarter. RS funding does not cover fees, books, and/or courses numbered 099 and below. Students must pay for credits exceeding RS allowances. Credits funded are determined by the quarterly EVF.
- Students must schedule appointments to review and sign EVFs with their counselor in advance. Counselors will not accept walk-ins.
- If the student completes all graduation requirements before the fall of senior year, the student will be graduated and withdrawn from NSD.
- RS students meeting WIAA standards may participate in high school athletics but should anticipate potential scheduling conflicts. A separate WIAA/RS contract will be required to participate in NSD athletics.
- RS Students are only allowed on their home high school campus before or after school and for the classes that they are enrolled in. RS Students are welcomed on their home high school campus after signing in at the main office to:
    - Make a payment.
    - Meet with their counselor (with an appointment).
    - Attend sanctioned events, such as assemblies or class meetings.
    - Attend clubs (students must sign up by the club deadline and be on an approved participant list).
    - Attend other school related functions, including dances and sporting events.

Courses and Grades

- Monitoring all RS deadlines is the responsibility of the student. The earlier students register at the college, the better their chances will be to get their desired courses. There is no guarantee that students will be able to register for the classes desired at the community college.
- All RS grades received will become a permanent part of the student's high school and college transcripts. Students must take all courses for a letter grade.
- It is the student's responsibility to request official transcripts from the college for their college application process. NSD counselors cannot send college transcripts.
- RS students must maintain academic standards as defined by their college. The community college may withdraw the student from the RS program; this may impact on-time graduation.
- Deviation from the courses listed and approved by the counselor on the EVF may impact graduation requirements. RSEVF
- It is expected that **all** graduation requirements are completed at the college by winter quarter of senior year.
- If there are remaining graduation requirements that must be taken in the spring quarter of senior year, the student must be able to prove they are passing graduation requirements to participate in graduation ceremonies.

Student Responsibilities

- Students are responsible for maintaining a full-time academic schedule. Full-time RS is defined by students taking a minimum of 15 college credits each quarter (roughly 3 classes). Please review the chart shown for a detailed look at how NSD outlines the combination of part-time RS and part-time NSD classes to account for full-time status between schools.

Number of Running Start Credits	Minimum Classes to be Taken in NSD
5	4
10	2
15	0

- Dropping RS classes may affect on-time graduation. It is the student's responsibility to drop any RS classes (once approval has been given) with the college being sure to follow the college's guidelines.
- Students must get **PRIOR** approval before dropping a RS class. If prior approval is not granted, the student will need to return to NSD and enroll in classes to maintain full time status.
- Because schedules in the college and high school are not aligned, RS is expected to be a year-long commitment. Starting or ending RS mid-year may adversely impact a student's credits.
- It is the responsibility of RS students and parents/guardians to stay informed regarding diploma requirements, college application/testing deadlines, and graduation ceremony information. This can be done by checking NSD emails and the school website.

- Students with disabilities who have a 504 Plan or Individual Education Plan (IEP) are responsible for informing and providing documentation of the disability to the community college in order to receive accommodations at the college.
- Some post-secondary schools, especially those out of state, may not accept RS credits. It is the student's responsibility to verify transfer policies.
- RS courses may impact future financial aid. Students with questions about the effect of RS on their student aid or scholarship packages should always check directly with the college's financial aid offices.
- RS students are responsible for their own transportation to/from any campus. Arrangements for parking and any fees related to parking need to be addressed individually with each educational location.

Please sign below to indicate that you and your parent/guardian have read this contract fully, understand the expectations and agree to all of the conditions outlined in this contract and wish to participate in the Running Start Program.

Student Name (print)	Student Signature	Date
Parent/Guardian Name (print)	Parent/Guardian Signature	Date

Woodinville High School
Running Start
Counselor Review Sheet

(to be filled out by counselor)

Student Name: _____ **Class of:** _____ **Date:** _____

Student ID: _____ **GPA:** _____ **Quarter:** Fall Winter

1) Counselor met with: ☐ Student ☐ Parent

2) Reason(s) for the shift to Running Start:

Part-time or Full-time? _____

How many classes at WHS?_____

WHS Courses:

3) Does the student have accommodations? ☐ Yes ☐ No

(If yes, please specify 504 or IEP)

☐ IEP ☐ 504

4) **Placement**:

Eng: Self-Dir Eng or SBAC Level 3 ELA
Math: Transcript or Accuplacer (Not taking Math? Placement is still required!)

Proof of Eng Placement ☐ Yes ☐ No

Proof of Math Placement ☐ Yes ☐ No

5) **Running Start Contract**: Review with student and/or parent and ensure that it is signed. ☐ Yes ☐ No

6) **Counselor Recommendation:** Does the counselor support the student's participation in Running Start? ☐ Yes ☐ Further Review Needed

Comments:

If the counselor has answered yes to questions 4-6, please forward this form and the WHS Running Start Contract (page 5) to the WHS Running Start Advisor (rsadvisor@nsd.org) who will contact the student and parent/guardian for a meeting. The student should keep pages 1-4 of this packet.

_____ _____

Counselor Signature **Date**

Woodinville High School
Running Start
Frequently Asked Questions

This document goes over frequently asked questions regarding Running Start. Please make sure to review the WHS Running Start Packet which contains all the steps to participate in the RS program at Woodinville High School.

1. **What is Running Start (RS)?**
    - Running Start (RS) is a program that allows 11th and 12th grade students to take college courses at Washington's 34 community and technical colleges. Students earn both high school and college credits for these courses, which accelerates their progress through the education system. The credits and grades students earn will be transcribed on their permanent college transcript. All of Washington's public four-year colleges and universities accept Running Start credit.

2. **Is RS free?**
    - Running Start funding covers tuition depending on the number of classes taken at the student's home high school. RS students are still responsible for mandatory fees, books and transportation. Tuition is waived by completing the RS Enrollment Verification Form each quarter.

3. **What classes do I need to take in 9th and 10th grade to prepare for RS?**
    - Students should have completed their Health, Life Fitness, and PE credits before joining RS. There are no specific high school course requirements to participate in RS. You should be an independent student who is self-directed, driven, and ready for college. The expectation is that you are doing well in your current high school classes.

4. **Which is better–Running Start or Advanced Placement (AP) classes?**
    - It depends on your goal. Both options do show colleges that you are pursuing rigorous course options.
    - AP is a standardized curriculum that most colleges and universities will recognize and understand in terms of academic rigor. If you are planning to attend college/university out of state, there is a chance that your college/university will not take all of the credit that earned through RS.
    - RS is recognized by Washington colleges and universities. If you are planning to stay in Washington for college, RS is a good way to work towards your general education requirements because most of your credits will transfer. Many colleges have a transfer course equivalency list/tool by community college (i.e. UW, Gonzaga, WWU, WSU)
    - RS classes are taught at a much faster pace compared to an AP class taught at WHS.
        i. RS classes are taught on a quarter system. One 5-credit RS class is equivalent to 1.0 high school credit.
        ii. RS classes are usually 10 weeks long compared to a one year long high school class.

5. **If my plan is to participate in RS my junior or senior year, do I still need to register for classes at WHS?**

- Yes, in order to do RS, you must be registered as a full-time WHS student. You will need to go through the WHS course registration process as you normally would. Once you complete the WHS RS process, you will be dropped from the WHS classes you do not plan to take for the following school year.
- Please add YYN181 as an **alternate course request in StudentVUE** to denote your plan to pursue RS.

6. **What is the deadline to sign up for RS? When is it too late to register?**
   - The priority deadline to complete all the steps is **mid-May**. We have set this deadline because most colleges open their Fall course registration around this time, and we want students to have the earliest possible chance to sign up for classes.
   - Typically, the **final** deadline to apply for RS at the college is early September. We recommend that you complete all needed steps because the school year ends, because WHS counselors do not work over the summer.

7. **What is the difference between full-time and part-time Running Start?**
   - Students who take at least 1 class at Woodinville High School are considered part-time Running Start.
   - Students who take 0 classes at WHS are considered full-time Running Start.
   - This is different from a full-time college student–a student taking 3 college classes is considered a full-time college student.

8. **How many classes do I need to take?**
   - If you are taking 0 classes at WHS, you are expected to take 3 classes at the college.
   - To maintain full-time enrollment, you must:
     i. Be enrolled in college classes each quarter (Fall, Winter, and Spring)
     ii. Juniors: Complete at least 7 credits across the entire school year.
     iii. Seniors: Complete at least 6 credits across the entire year
   - Failure to maintain full-time enrollment will result in the student coming back to WHS for a full high school schedule.

9. **What college course counts as English, U.S. History, Civics, Health, etc.?**
   - Please refer to pages 3 and 4 of the WHS Running Start Packet to review the Northshore School District and Woodinville High School course equivalency charts.

10. **What time do Running Start classes occur?**
    - It depends. As a RS student, you select which courses to register for. Students may choose in-person, hybrid, online, or asynchronous courses.
    - If you are a part-time student, it is your responsibility to ensure your RS classes do not conflict with your WHS schedule.

11. **My goal is to earn an associate's degree at the same time as my high school diploma. Who do I speak to about that?**
    - You will need to reach out to an academic advisor at your college to come up with a plan to earn your associate's degree. Your WHS counselor is in charge of making sure of your high school graduation requirements.