



<b>Student</b>	Student Name: _____ Email: _____ Last Name First Name MI	<input type="checkbox"/> Check if this is a revision
	Responsible Parent/Guardian: _____ Cell Phone: _____	
	District: _____ High School: _____ High School SID#: _____	<input type="checkbox"/> New Student <input type="checkbox"/> Returning Student <input type="checkbox"/> Student Enrolled in Multiple Colleges
	College: _____ College SID #: _____	

<b>High School Counselor &amp; Running Start Advisor/Rep</b>	<b>Eligibility for the Summer 2023 Quarter:</b> <b>Grade level:</b> Students who are currently in 11 <sup>th</sup> grade in the 2022-23 school year or currently in 12 <sup>th</sup> grade who will not graduate by June 2023 are eligible to enroll in summer 2023 quarter. Student's Current Grade: <input type="checkbox"/> 11 <sup>th</sup> Grade <input type="checkbox"/> 12 <sup>th</sup> Grade (will not graduate by June)											<b>Free and Reduced-Price Lunch (FRPL) Status</b> (required to be completed) Students who are currently FRPL eligible (or anytime in the past 5 school years) may receive fee waivers from a college.																				
	<b>Students who are in a specific grade and who have available AAFTE capacity can enroll in the Summer 2023 quarter.</b> High school or district staff complete the table below by entering the FTE claimed by the high school and college for the months of September through June. The table will calculate the AAFTE as of June. If the combined AAFTE is less than 1.20 and if the AAFTE for the college is less than 1.00, the student would have available AAFTE capacity for the summer. If there is AAFTE capacity for the summer quarter, the available monthly FTE to be claimed for July and August; and the maximum number of college credits the student can enroll in are displayed below.											Is the student currently eligible for FRPL? <input type="checkbox"/> Yes <input type="checkbox"/> No  HS Counselor Initials: _____																				
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Aver	<i>The parent or guardian signature below provides permission to share FRPL eligibility status only with the Running Start college for the purpose of ensuring access to fee waivers. Choosing not to sign the consent will not affect the student's eligibility for access to Running Start or free and reduced-price meals or free milk. The individuals and programs receiving the information will not share the information with any other entity or program.</i>  Parent/Guardian Signature: _____ Date: _____																			
	High School FTE*																															
	College FTE																															
	Combined FTE																															
	* When the student is enrolled in skill center and high school and claimed for more than a 1.0 FTE, enter 1.0 FTE.																															
	Available AAFTE: _____ Available monthly FTE for July & Aug: _____ Available # of College Credits: _____																															
	Printed Name of the District Staff That Completed the Above Table				Signature				Date																							
	<b>Comments:</b> _____ _____ _____																															
<b>Recommended Running Start Classes:</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;">College Course (Dept. &amp; Number)</th> <th style="width:15%;"># of College Credits</th> <th style="width:5%;"></th> <th style="width:30%;">High School Equivalency</th> <th style="width:10%;"># of HS Credits</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td style="text-align:center;">=</td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align:center;">=</td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align:center;">=</td> <td> </td> <td> </td> </tr> </tbody> </table>													College Course (Dept. & Number)	# of College Credits		High School Equivalency	# of HS Credits			=					=					=		
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Signature of High School Counselor			Date			Signature of College Running Start Advisor/Rep			Date																							
High School Counselor Printed Name			Phone Number			College Running Start Advisor/Rep Printed Name			Phone Number																							

<b>Student &amp; Parent/Guardian</b>	I understand that: <ul style="list-style-type: none"> <li>• The student is responsible for understanding when their choice of schedule will result in tuition charges. If the student enrolls for more college credits than are identified in the above table, the student is responsible for:             <ol style="list-style-type: none"> <li>1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or</li> <li>2) withdrawing from the excess college course(s).</li> </ol> </li> <li>• The student is required to pay any class/lab fees charged for college classes.</li> <li>• Enrollment in specific college classes cannot be guaranteed—even if the classes are needed to fulfill high school graduation requirements.</li> <li>• 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.</li> <li>• The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements.</li> <li>• If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer.</li> <li>• After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office.</li> </ul>				
	I acknowledge that 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.				
	<i>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 parents 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 parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."</i>				
	_____	_____	_____		
Student Signature (REQUIRED)		Date	Parent/Guardian Signature (REQUIRED)		Date

**PURPOSE:** The Summer 2023 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 capacity is for the summer quarter. Additionally, this form provides the college and high school with the enrolled colleges classes and notifies the student and their parents/guardians if tuition charges will occur.

The Summer 2023 RSEVF is required to be completed to enroll in the summer 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 Summer 2023 RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right-hand corner of the form must be checked.

If the student's college enrollment changes during the summer quarter term, a revised Summer 2023 RSEVF must be completed and the appropriate box in the upper right-hand corner of the form must be checked.

**Eligibility for the Summer 2023 Quarter:** Students who meet a specific grade level requirement and who have available AAFTE capacity after June 2023 are eligible to enroll in Running Start for the summer 2023 quarter.

**Grade Level Requirement:** Students who are currently in 11<sup>th</sup> grade for 2022-23, or are in 12<sup>th</sup> grade 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 2023 quarter. Students who are in 10<sup>th</sup> grade for 2022-23 and will be in 11<sup>th</sup> grade for 2023-24 do not qualify.

**Available Annual Average FTE (AAFTE):** Students enrolled in both high school and college can be claimed for up to a combined 1.20 AAFTE for the school year. Neither the high school nor college enrollment can individually exceed 1.00 AAFTE. 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 that exceed the 1.20 FTE or AAFTE may be charged tuition by the college for credits in excess of this limitation. For more information refer to the annual bulletin regarding the 1.20 Running Start FTE limitation.

After June, students who have not met the 1.20 combined high school/college AAFTE limitation or the college 1.00 AAFTE limitation would have available AAFTE capacity to enroll in the summer 2023 quarter.

**FERPA STATEMENT:** 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 parents/guardians 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 parents/guardians, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

## **INSTRUCTIONS FOR COMPLETING THE SUMMER 2023 RSEVF**

**STUDENT SECTION:** The Summer 2023 RSEVF begins with the student completing the first section of the form. Students who are under the age of 18 at the beginning of the college term must provide their parent/guardian information. The student's high school student identification number (SID) is available at the high school guidance office. If the student does not know their college student identification number (SID), refer to earlier completed RSEVFs. If the student is new to the program, the college SID is available on the processed college application.

**High School and School District:** Fill in the student's primary high school and resident school district. For students enrolled in private school or receiving homebased instruction, indicate the high school and/or district they are enrolled in for the purpose of attending Running Start. If the student is enrolled in a charter school or tribal compact school, leave "School District" field blank.

**HIGH SCHOOL COUNSELOR & RUNNING START ADVISOR/REP SECTION:** The high school counselor and Running Start advisor or representative complete this section.

**Eligibility for the Summer 2023 Quarter:** High school and/or designated district staff complete this section for all students including home-based and private school students to determine if they meet the grade level requirement and have available AAFTE capacity to enroll in summer 2023 Running Start. 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 2023 quarter, and the number of college credits the student can enroll in. The district staff that completed the table should provide their printed name, a signature, and date.

**Free and Reduced-Price Lunch (FRPL) Status:** The high school counselor would check the appropriate box indicating if the student is currently eligible for FRPL or had been FRPL eligible any time in the past five school years. The counselor will initial—certifying the accuracy of this statement and the parent/guardian will provide their signature and date when the answer is "Yes." This data is now required as part of RCW 28A.600.310. If districts choose not to use this form, they will need to develop another tool to share this information with their partner colleges.

**Recommended Running Start Classes:** The student, with the help of the high school counselor and Running Start advisor or representative, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section is completed by the high school counselor.

**Signatures of High School Counselor and Running Start Advisor or Representative:** Both the high school counselor or other designated district staff and the Running Start advisor/representative should review the form for accuracy, enter their printed name, date, phone number, and signature.

**STUDENT & PARENT/GUARDIAN SECTION:** 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 SUMMER 2023 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/guardian.



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