

## 2025-26 Running Start Enrollment Verification Form

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    High School/District Signature:  Printed Name & Title:  College Signature:  Phone:  Phone:			St	udent			Counselor or Authorize	d HS/District	t Administrator	
New Student   Private School School Student   Private School School School Student   Private S	Name (Last, Fir	st):				☐ Check if this is a revision ☐ Student Over 18				
High School Student   Private School Student   Private School Student   Private School Student   Private School Student   Student Exhaulted in Multiple Colleges (Requires suparate RSEVF for each college.) Name(s) of additional college(s):  College Term!   Quarter   Grail, Winter, Spring   Grail Called Student   Spring Quarter Eligibility Adjustment Form (SCEAF) attached.   FRPL of eligibility in past 5 yrs.   Private School Student   Spring Quarter Eligibility Adjustment Form (SCEAF) attached.   FRPL of eligibility in past 5 yrs.   Private School Student   Private School School Private School Student   Private School School Private School							☐ New Student	☐ Returning Student		
College   College   College   College   Solf-titulik #:										
College Term:   Quarter   Quarter   Gall, Winter, Spring)   Gosent to share FRPL/income status for purpose of college fee waiver   Y   N    Running Start Classes (by Student)   #Ilgh School Equivalency (by Counselor/Administrator)    Running Start Classes (by Student)   #Ilgh School Equivalency (by Counselor/Administrator)    Running Start Classes (by Student)   #Ilgh School Equivalency (by Counselor/Administrator)    Running Start Funding Unit Table   #Ilgh School Equivalency (by Counselor/Administrator)    Running Start Funding Unit Table   #Ilgh School Equivalency (by Counselor/Administrator)    Running Start Funding Unit Table   #Ilgh School Equivalency (by Counselor/Administrator)    Running Start Funding Unit Table   #Ilgh School Equivalency (by Counselor/Administrator)    Running Start Funding Unit Table   #Ilgh School Equivalency (by Counselor/Administrator)    For the college term 4 above, the student will be enrolled in high school and skill center classes equaling (fill-time equivalency (fill-time equivalenc										
Running Start Classes (by Student)  Running Start Classes (by Student)  College Course (Dept. & Number)  Running Start Classes (by Student)  For College Course (Dept. & Number)  Running Start Funding Limit Table  Running Start	College: College SID/ctcLink #:						(-)		-8-(-)	
Running Start Classes (by Student)  Running Start Classes (by Student)  College Course (Dept. & Number)  Running Start Classes (by Student)  For College Course (Dept. & Number)  Running Start Funding Limit Table  Running Start	College Term: [	☐ Quarter			OR Semester	☐ Spring Quarter Fligibility Adi	ustment Form (	SOFAE) attached		
Running Start Classes (by Student)		(Fa	ll, Winter,	Spring)	(1 <sup>st</sup> or 2 <sup>nd</sup>					
College Course (Dept. & Number)	Consent to share FRPL/income status for purpose of college fee waiver									
Running Start Funding Limit Table	F	Running Sta	art Class	es (by S	Student)		High School Equivalency (by Counselor/Administrator)			
Running Start Funding Limit Table	College	Course (Dept	. & Numb	er)	# of College Credits		High School Equivalence	у	# of HS Credits	
Running Start Funding Limit Table  Enrolled High School  Available College FTE/Credits (by Counselor/Administrator)  For the college term <sup>a</sup> 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, between 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:  Comments:  Comments:  Comments:  High School/District Signature: Phone:  Phone:  Phone:  Phone:  Phone:  Printed Name & Title:  College signature: Phone:  Titled Name & Title:  College signature: Phone:  Titled Name & Title:  Student & Parent/Guardian Acknowledgement  Lunderstand that:  **College signature: Phone:  Titled Name & Title:  Student & Parent/Guardian Acknowledgement  Lunderstand that:  **College signature: Phone:  Titled Name & Title:  Student & Parent/Guardian Acknowledgement  Lunderstand that:  **College signature: Phone:  Titled Name & Title:  Student & Parent/Guardian Acknowledgement  Lunderstand that:  **College signature: Phone:  Titled Name & Title:  Student & Parent/Guardian Acknowledgement  Lunderstand that:  **College Signature: Phone:  Titled Name & Title:  **College Signature: Phone:  **Titled Name & Title:  **Titled Na						=				
Running Start Funding Limit Table						=				
Running Start Funding Limit Table  Froiled High School  Max Max Max Mallowed on high school 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 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 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:  Comments:  Comments:  Student Grade Level: ☐ 11th ☐ 12th ☐ 5th Year Sr °  Comments:  High School/District Signature:						=				
Mesky Minutes   September   Mesky Minutes   Mesky Minutes   September   Mesky Minutes   Mesk						=				
Name	Running Start Funding Limit Table  Available College ETE/Credite (by Counceley/Administrator)									
Max			1	College						
Student may register for a maximum of	Enrollment				full-time equivalent (FTE).					
Student Grade Level:   11th   12th   5th Year Sr	based on high school	FTE						ut incurring coll	ege tuition costs,	
Student Grade Level:		0.00 - 0.00			G ,					
225   341   0.14   0.20   1.20   18	-				Student Grade Level: ☐ 11	1th □	12th ☐ 5th Year Sr °			
342   457   0.21   0.27   1.13   17					Comments:					
458   - 557   0.28   - 0.33   1.07   16										
Fig. 1										
1										
891   - 1,007   0.54   - 0.60   0.80   12   1,008   - 1,123   0.68   - 0.73   0.67   0.73   11   1,124   - 1,223   0.68   - 0.73   0.67   10   1,224   - 1,234   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   7   7   7   7   7   7   7   7										
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1,244   1,340   0.74   0.80   0.60   9   1,341   1,456   0.81   0.87   0.53   8   1,557   0 r more   0.94   1.00   0.40   6   1,557   0 r more   0.94   1.00   0.40   6   1 students should check with college about the maximum number of credits allowed. Overages may require college approval.  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).  2) 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 responsibility to determine college admissions policies/deadlines and whether earmed college credits will transfer.  • After completing their college coursework, students are responsible for requesting offical coll										
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	disclose personally i	dentifiable inforn								
			stand both s	ides of this	form, and will comply with the cond	ditions of	f Running Start participation and the expecta	ations of college cou	rse enrollment.	

#### Kev

- \* 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 12<sup>th</sup> 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 of 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.
  - o The student is over 18.
  - o The student is new or returning to Running Start.
  - o 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.
  - o The student was FRPL eligible **o** 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.

**<u>DISTRIBUTION OF RSEVF AND RECORDS RETENTION:</u>** 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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