

# Summer Quarter Running Start Enrollment Verification Form

<b>Student</b>	Student Name: _____ <small style="display: flex; justify-content: space-between;"><span>Last Name</span><span>First Name</span><span>MI</span></small>	<input type="checkbox"/> Revised Form
	Cell Phone: _____ Email Address: _____	<input type="checkbox"/> New Student
	Responsible Parent/Guardian: _____ SSID#: _____	<input type="checkbox"/> Returning Student
	High School: _____ District: _____	<input type="checkbox"/> Enrolled in Multiple Colleges <input type="checkbox"/> 18 Years or Older
	College: _____ CollegeSD #: _____	<input type="checkbox"/> Homeschool

**Eligibility for the Summer Quarter:**  
 Grade Level:  10<sup>th</sup> grade\*  11<sup>th</sup> grade  12<sup>th</sup> grade but not graduating  
 \*For 10<sup>th</sup> grade students, AAFTE does not need to be established and the table below is not necessary.

Eligible students with available AAFTE can enroll in the summer quarter for a maximum of 10 credits. Using the table below, enter the FTE claimed by the high school and college for the months September through June. Contact your district business office or registrar if this is not readily available. The table will calculate the AAFTE as of June. If the combined AAFTE is less than 1.40 and if the AAFTE for college is less than 1.0, the student would have available AAFTE for the summer. The available AAFTE for the summer quarter, the monthly FTE that can be claimed for July and August, and the maximum number of credits can enroll in will display below the table. Completing this table is not required for 10<sup>th</sup> grade students ("rising juniors").

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

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

For the summer quarter, this student has:

	Available AAFTE for summer quarter
	FTE that can be claimed for each month, July and August
	Number of college credits for the summer quarter

**Free and Reduced Price Lunch (FRPL) Status** (required to be completed)  
 Students who are currently FRPL eligible (at any time in the past 5 school years) may receive fee waivers from college.

Is the student currently eligible for FRPL?  
 Yes  No

HS Counselor Initials: \_\_\_\_\_

For students under 18, 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. The individuals and programs receiving the information will not share the information with any other entity or program.

Parent/Guardian Signature \_\_\_\_\_  
 Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recommended Running Start Classes:**

College Course (Dept & Number)	# of College Credits	=	High School Equivalency	# of HS Credits
		=		
		=		
		=		

Signature of High School District Representative _____	Date _____	Signature of College Running Start Adviser _____	Date _____
High School/District Rep Printed Name _____	Phone Number _____	College Running Start Adviser Printed Name _____	Phone Number _____

I understand that:

- x The student is responsible for understanding when the price of schedule will result in tuition charges if the student enrolls for more college credits than allowed or identified in the above table the student is responsible for:
  - 1) paying all college tuition and fees associated with exceeding the college credits allowed or identified in the table
  - 2) withdrawing from the excess college course(s).
- x The student is required to pay any class/lab fees charged for college classes.
- x Enrollment in specific college classes cannot be guaranteed if the classes are needed to fulfill high school graduation requirements.
- x To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline or the high school counselor or district representative.
- x The student is responsible for ensuring that college courses completed as part of the Running Start will meet high school graduation requirements.
- x If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer.
- x After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office.

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 for college course enrollment.

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 to 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 dependent for tax purposes under the rules."

Student Signature (REQUIRED) _____	Date _____	Parent/Guardian Signature (REQUIRED for students under 18) _____	Date _____
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**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 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 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 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 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.

**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 11-month average of the FTE reported for eleven months, October through August.

Students enrolled in both high school and college can claim up to a combined 140 AAFTE for this school year. The high school cannot exceed 100 AAFTE but the college can claim up to 40 AAFTE.

Students who meet the grade level requirement and have available AAFTE after June count would be eligible to enroll in the summer quarter and take up to 10 college credits.

**FERPA STATEMENT** For 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.

## INSTRUCTIONS FOR COMPLETING SUMMER RSEVF

### UPPER RIGHT-HAND CORNER

- Complete this section by checking the boxes that are appropriate
- x **Revised Form** - Check this box if a previous Summer RSEVF was completed
  - x **New Student** - Check if the student is new to Running Start
  - x **Returning Student** - Check if the student has taken Running Start in a prior college term
  - x **Enrolled in Multiple Colleges** - Check if the student will be enrolled in more than one college this term
  - x **18 Years or Older** - Check if the student will be 18 years or older at the beginning of the college term so, the parent/guardian is not required to sign the form.
  - x **Homeschool** - Check if the student is enrolled in homebased instruction and has a Declaration of Intent to Homeschool on file with the district.

**STUDENT SECTION** The Summer 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.

Fill in the student high school and district student identification number (SS). This number is available at the high school guidance office. Also fill in the college student identification number (SID) after an earlier completed RSEVF. This number. If the student is new to the program, the college SID is available on the processed college application.

### HIGH SCHOOL/DISTRICT REPRESENTATIVE/RUNNING START ADVISOR/REP SECTION

The high school representative, district administrator, and college Running Start advisor or representative complete this section.

**Eligibility for the Summer Quarter:**

High school and/or designated district staff complete this section for all students including homebased and private school students to determine if they meet the grade level requirement and have available AAFTE to enroll in summer 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, and the number of college credits the student can enroll in.

**Free and Reduced Price Lunch (FRPL) Status:** The high school/district representative 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 initially certify the accuracy of this statement and for students under 18, 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 method, they will need to develop another tool to share this information with their partner colleges.

**Grade Level:** Indicate the student's grade level.

**Recommended Running Start Class:** The student, with the help of the high school counselor/district representative and college Running Start advisor/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/District Representative and Running Start Advisor/Representative:** Both the high school representative, designated district staff and 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 RSEVF AND RECORDS:** 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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