

## 2025-26 Running Start Enrollment Verification Form

Student	Counselor or Authorized HS/District Administrator
Name (Last, First): _____	<input type="checkbox"/> Check if this is a revision <input type="checkbox"/> Student Over 18
Phone: _____ Email: _____	<input type="checkbox"/> New Student <input type="checkbox"/> Returning Student
High School: _____	<input type="checkbox"/> Homeschool Student <input type="checkbox"/> Private School Student
High School SID #: _____ District: _____	<input type="checkbox"/> Student Enrolled in Multiple Colleges (Requires separate RSEVF for each college.) Name(s) of additional college(s): _____
College: _____ College SID/ctcLink #: _____	
College Term: <input type="checkbox"/> Quarter _____ <b>OR</b> <input type="checkbox"/> Semester _____ (Fall, Winter, Spring) (1 <sup>st</sup> or 2 <sup>nd</sup> )	<input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached.
Consent to share FRPL/income status for purpose of college fee waiver <input type="checkbox"/> Y <input type="checkbox"/> N	FRPL ♦ eligibility in past 5 yrs. <input type="checkbox"/> Yes <input type="checkbox"/> No

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 College Enrollment			
Weekly Minutes based on high school bell schedule		FTE		Max Allowed FTE	Max Credits		
0	-	8	0.00	-	0.00	1.40	21 *
9	-	124	0.01	-	0.07	1.33	20 *
125	-	224	0.08	-	0.13	1.27	19 *
225	-	341	0.14	-	0.20	1.20	18
342	-	457	0.21	-	0.27	1.13	17
458	-	557	0.28	-	0.33	1.07	16
558	-	674	0.34	-	0.40	1.00	15
675	-	790	0.41	-	0.47	0.93	14
791	-	890	0.48	-	0.53	0.87	13
891	-	1,007	0.54	-	0.60	0.80	12
1,008	-	1,123	0.61	-	0.67	0.73	11
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

\* 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 <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, based on the high school/skill center FTE above.	
Student Grade Level: <input type="checkbox"/> 11th <input type="checkbox"/> 12th <input type="checkbox"/> 5th Year Sr <sup>o</sup>	
Comments: _____	
_____	
_____	
_____	

High School/District Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

College Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

### 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).
- 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 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
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## Key

- \* 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 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 ◇ 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.
  - 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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