BULLETIN NO. 055-17   SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO:   Educational Service District Superintendents
      School District Superintendents
      School District Business Managers
      Community and Technical College Presidents
      Community and Technical College Running Start Administrators
      Presidents, Central Washington University, Eastern Washington University,
      Evergreen State College, Northwest Indian College, Spokane Tribal College, and
      Washington State University
      Business and/or Financial Officers, Central Washington University, Eastern
      Washington University, Evergreen State College, Northwest Indian College,
      Spokane Tribal College, and Washington State University
      State Board of Community and Technical Colleges
      Washington Student Achievement Council

FROM:   Chris Reykdal, Superintendent of Public Instruction

RE:   Running Start Enrollment Reporting for the 2017–18 School Year

CONTACT:   Becky McLean, Supervisor, Enrollment and Categorical Funding
            360-725-6306, becky.mclean@k12.wa.us

PURPOSE
This bulletin provides instructions to community and technical colleges and to Central
Washington University, Eastern Washington University, Evergreen State College, Northwest
Indian College, Spokane Tribal College, and Washington State University, if participating, for
reporting high school students enrolled under the Running Start program (RCW 28A.600.300
through 28A.600.400). Colleges in Idaho or Oregon participating in the Running Start program
through an agreement with a Washington school district, charter school, or tribal compact
school pursuant to RCW 28A.600.385 are also required to use these instructions.

CHANGES THIS YEAR
The Running Start rates have been changed for the 2017–18 school year. Nonvocational annual
average full-time equivalent (AAFTE) will be funded at $6,570.44 and Vocational AAFTE will be
funded at $7,459.38.
The instructions to Form P-223RS have changed to allow colleges to leave the grade detail fields incomplete if the reporting districts, charter schools, or tribal compact schools do not require the students’ grade information. However, if the reporting entity requires this information, the college must provide the grade detail for the students reported.

**1.20 FULL-TIME EQUIVALENT (FTE) AND AAFTE LIMITATION**

Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.20 FTE for any month except January. In addition, this limitation applies to AAFTE, where Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.20 AAFTE for the school year. Students that exceed the 1.20 FTE will be charged tuition at the college for the credits that exceed the 1.20 FTE limitation.

An exception on the monthly 1.20 FTE limitation is allowed for January. When the college winter quarter and high school first semester overlaps in January, a Running Start student could be claimed for more than a 1.20 FTE for that monthly only. When this occurs, the student may be at risk of exceeding the 1.20 AAFTE.

A Running Start Enrollment Verification Form (RSEVF) must be completed for each student, for each college term, and for each college. This form outlines for the students, parents, high schools, and colleges the available FTE for Running Start and the possibility of incurring tuition costs. This form can be found on OSPI’s Secondary Education website: [http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/RunningStart.aspx](http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/RunningStart.aspx).

Careful attention must be taken to ensure that a student enrolled in multiple colleges does not exceed the 1.20 Running Start FTE limitation, as well as the 1.20 Running Start AAFTE limitation.

For students on track to exceed the 1.20 AAFTE, their available spring quarter Running Start FTE must be reduced. This may occur when a student exceeded the 1.20 FTE in January or when a student increased the college classes in the winter quarter. When this occurs, the Spring Quarter Eligibility Adjustment Form (SQEAF) is completed to notify students, parents, high schools, and colleges of this reduction. This form can be found on OSPI’s Secondary Education website [http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/RunningStart.aspx](http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/RunningStart.aspx).

For further guidance, refer to the annual bulletin regarding the Running Start Updates on 1.20 FTE Limitation.

**FORM P-223RS AND ALTERNATIVE REPORT FORMS**

Form P-223RS, Monthly Report of Running Start Enrollment is attached to this bulletin. Colleges
use this form to report the Running Start enrollment to the districts, charter schools, and tribal compact schools from which students earn high school graduation credit. In turn, the districts, charter schools, and tribal compact schools report Running Start enrollment to OSPI. Enrollment definitions and instructions for completing Form P-223RS are printed on the back of the form. Additional forms can be found here: http://www.k12.wa.us/safs/INS/ENR/1718/eh.asp.

Alternative Forms: Colleges may use an alternative form if the information required on Form P-223RS is included, the form is signed by the authorized college official, and the form is acceptable to the district, charter school, or tribal compact school. Note that for districts, charter schools, or tribal compact schools that do not require the student’s grade information, the college is not required to provide this detail.

Form Due Dates: Form P-223RS is due to districts, charter schools, and tribal compact schools on or before the eighth calendar day of each month, October through June. If the actual enrollment is not available by the due date, the college must submit their estimated enrollment numbers by the due date and then submit a revised form when the actual enrollment is known. Colleges submit a completed Form P-223RS to the district, charter school, or tribal compact school’s business office. The provisions of chapter 392-117 WAC, Timely Reporting, apply to state funding for Running Start. Failure to report enrollment by the due date can result in a reduction or delay of state apportionment payments to the district, charter school, or tribal compact school. This, in turn, may delay payment to the college.

VERIFICATION OF VOCATIONAL APPROVAL REQUIRED
Vocational funding is only provided for classes within the vocational program or track at the community or technical college that are taught by a certificated vocational instructor. Districts, charter schools, and tribal compact schools should verify with the college that all classes claimed for vocational funding meet these criteria. For each student’s vocational FTE, a classification of instructional programs (CIP) code is required on Form P-223RS. A listing of CIP codes is available on OSPI’s Career and Technical Education website: http://www.k12.wa.us/careerTechEd/courseapproval.aspx.

FUNDING
The funding provided to districts, charter schools, and tribal compact schools is based upon the Running Start enrollments reported to OSPI. Funding for Running Start students is provided at the rate of $6,570.44 per nonvocational AAFTE and $7,459.38 per vocational AAFTE. Districts, charter schools, and tribal compact schools may retain up to seven percent of the funds generated to offset Running Start program-related costs.
DOCUMENTATION REQUIRED FOR AUDIT
Enrollment reported for state funding is audited by the Washington State Auditor's Office. Colleges must retain documentation to support the enrollment reported on Form P-223RS for audit. Audit findings and exceptions can result in recovery of state funding.

INFORMATION AND ASSISTANCE
For questions regarding this bulletin, please contact the following:
- Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or by email at becky.mclean@k12.wa.us.
- Kim Reykdal, Program Supervisor, Dual Credit and College Ready Math Initiative, regarding Running Start program aspects at 360-725-6168 or email at kim.reykdal@k12.wa.us.

The OSPI TTY number is 360-664-3631.

This bulletin is also available on OSPI's website: http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx.

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CR:bem

Attachment: Form P-223RS, Monthly Report of Running Start Enrollment

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