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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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(X) Action Required  
(X) Informational

## BULLETIN NO. 047-11 SECONDARY EDUCATION AND SCHOOL IMPROVEMENT SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

**TO:** Educational Service District Superintendents  
School District Superintendents  
Assistant Superintendents for Business and/or Business Managers  
School Principals  
School Counselors

**FROM:** Randy I. Dorn, State Superintendent of Public Instruction

**RE:** Students Participating in Running Start Programs Funded up to a  
Combined Maximum Enrollment of 1.20 FTE

**CONTACT:** Mike Hubert, (360) 725-0415, [mike.hubert@k12.wa.us](mailto:mike.hubert@k12.wa.us)  
Becky McLean, (360) 725-6306, [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)  
Agency TTY number (360) 664-3631

### **PURPOSE**

The purpose of this bulletin is to clarify recent legislative changes to the combined Full-Time Equivalent (FTE) enrollment maximum that may be claimed by school districts and colleges for Running Start and to provide guidance to schools and colleges in the implementation of these new restrictions with students and their parents/guardians.

### **SUMMARY**

Beginning in the 2011–12 school year, students participating in Running Start programs may be funded up to a combined maximum enrollment of 1.20 FTE including school district and institution of higher education enrollment. Additionally, the Office of Superintendent of Public Instruction (OSPI), in consultation with the State Board for Community and Technical Colleges (SBCTC), the Higher Education Coordinating Board (HECB), and the Education Research Data Center (ERDC), shall annually track and report to the fiscal committees of the Legislature on the combined FTE experience of students participating in the Running Start program, including course load analyses at both the high school and community and technical college system.

## **BACKGROUND**

Governor Gregoire signed 2ESHB 1087–Washington State’s 2011–2013 Operating Budget on June 15, 2011. The provisions of this bill were designed to capture significant cost savings in order to balance the state budget, Section 502, page 130 of the operating budget, <http://apps.leg.wa.gov/documents/billdocs/2011-12/Pdf/Bills/Session%20Law%202011/1087-S.SL.pdf>, created significant impacts to the original funding design of the Running Start program.

In anticipation of a potential change, SBCTC and OSPI organized, and then upon the governor’s signature, executed a series of meetings, including stakeholder representation from schools and colleges from around the state to prepare both the **SBCTC/OSPI 1.20 FTE Clarification Document** (Attachment A) and the **NEW Running Start Enrollment Verification Form** (Attachment B).

The work of these groups has been driven by the need for a rapid response that would most clearly and effectively equip students, parents/guardians, schools, and colleges with the information and recommended actions to navigate these new changes, minimize potential risks, and continue to honor original legislative intent about supporting this program.

## **GENERAL GUIDANCE**

Students will benefit the most when colleges, high schools, and school districts collaborate on informing students and parents/guardians regarding the impacts of these new mandates, sharing data, and communicating openly with each other.

## **FTE LIMITATION**

Students may not be claimed for a combined high school and college enrollment that exceeds 1.20 FTE and neither high school nor college enrollment can individually exceed 1.00 FTE. Students that exceed the 1.20 FTE will be charged tuition at the college for the credits that exceed the 1.20 FTE limitation based on the 1–10 credit tuition rates.

High school FTE is based on enrolled instructional minutes; 300 daily minutes or 1,500 weekly minutes equal 1.00 FTE. High school classes can vary and passing time between classes can be counted. The high school registrar or counselor should use their high school’s bell schedule to calculate each class’ FTE.

College FTE is based on enrolled credits; 15 credits equal 1.00 FTE. There is no difference in credit calculation between the quarter and semester systems since Running Start enrollment is reported monthly.

Running Start students enrolled in college vocational programs or at a Skills Center may exceed the 15 credit enrollment.

- Students enrolled at the high school, at a Skills Center, and in Running Start can be claimed for up to a combined 1.80 FTE. The FTE limitation for students enrolled at both a Skills Center and high school remains at 1.60 FTE (WAC 392-121-136(1)(c)). For the Running Start enrollment, a student's combined Skills Center/high school enrollment that exceeds 1.00 FTE, is deemed as a 1.00 FTE for the Running Start 1.20 FTE calculation only.
- Students enrolled in a college vocational program may exceed the 15 credit limit, but must be claimed for a 1.00 FTE and will be reimbursed for the 1.00 FTE.

### **NEW RUNNING START ENROLLMENT VERIFICATION FORM**

Students interested in taking Running Start classes at a college should obtain the **Running Start Enrollment Verification Form** available at the high school or college. This form addresses the options that students have at the high school and college and outlines the new funding limits.

A separate **Running Start Enrollment Verification Form** must be completed for each college term. This form should be completed for all students enrolling in Running Start, including home-based and private school students.

The high school counselor and/or Running Start advisor at the college can guide students, each term, through the available FTE options and inform students of the combined high school and college schedule impacts related to 1.20 FTE and possible college tuition.

Both the student and parents/guardians are required to sign the **Running Start Enrollment Verification Form**, acknowledging the new 1.20 FTE limitation and the possibility of being assessed tuition when the FTE is exceeded. All signatures on the form must be clear and accurate.

Colleges may collaborate with the local school districts to add a separate local policy page to the **Running Start Enrollment Verification Form**.

## QUESTIONS

If you require assistance or have questions, please contact the following:

- Mike Hubert, Director of Guidance and Counseling at (360) 725-0415, or at [mike.hubert@k12.wa.us](mailto:mike.hubert@k12.wa.us)
- Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at (360) 725-6306, or at [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)

The agency TTY number is (360) 664-3631.

### SECONDARY EDUCATION AND SCHOOL IMPROVEMENT

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### SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

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Attachment A: SBCTC/OSPI Clarification Document  
Attachment B: Running Start Enrollment Verification Form

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