



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

November 9, 2011

() Action Required
(X) Informational

ADDENDUM TO 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 Building Principals
School Counselors
School Registrars

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: Clarification Addendum

CONTACT: Mike Hubert, (360) 725-0415, mike.hubert@k12.wa.us
Becky McLean, (360) 725-6306, becky.mclean@k12.wa.us
The agency TTY number is (360) 664-3631

Purpose

Since the publication of Bulletin No. 047-11 (Students Participating in Running Start Programs Funded up to a Combined Maximum Enrollment of 1.20 FTE) on July 26, 2011, it has been discovered that due to dissimilar instructional and apportionment calendars, students who change either their college or high school course load within a term at either institution, may exceed the allowed combined FTE of 1.20. This is most apparent in the month of January, when a majority of high school schedules are still in their first semester and colleges have begun their winter quarter.

The purpose of this addendum is to provide school districts with additional guidance specific to calculating, managing, and communicating accurate monthly Running Start FTE.

Effective Date

The effective date of this Addendum to Bulletin No. 047-11 is November 9, 2011, and changes are applicable for the 2011–12 school year beginning September 1, 2011.

Guidance Overview

Districts should complete the Running Start Enrollment Verification form for the college winter quarter using the high school second semester schedule.

A Running Start student can be claimed for more than a 1.20 FTE for the month of January due to the overlapping of college and high school schedules. OSPI is developing additional guidance to address the January over-reported FTE. This may result in a reduction of the available FTE for the college spring quarter.

Detailed Guidance

School districts and high schools should:

- Complete a new Running Start Enrollment Verification form for each college term with each student participating in Running Start.
- Use the high school second semester FTE when calculating the college winter quarter FTE.

School counselors should:

- Meet prior to each college term with all eligible students seeking enrollment in college courses through Running Start.
- Estimate the student's Running Start FTE eligibility for the college winter quarter based upon the number of high school second semester courses and associated FTE.
- Obtain student and parent/guardian signatures to complete the Running Start Enrollment Verification form.
- Provide a completed and signed copy of the Running Start Enrollment Verification form to the student as well as retain additional copies for inclusion in the student cumulative school and guidance records.

Registrars/Business Office staff should:

- Submit their P223 consistent with Bulletin No. 047-11 with the exception that for the month of January only, some Running Start students' combined FTE can exceed 1.20.

ADDENDUM TO BULLETIN NO. 047-11 SESI/SAFS

Page 3

November 9, 2011

Assistance

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

- Mike Hubert, Director, Guidance and Counseling, Secondary Education and School Improvement at (360) 725-0415, or mike.hubert@k12.wa.us.
- Becky McLean, Supervisor, Enrollment and Categorical Funding, School Apportionment and Financial Services, regarding fiscal requirements or enrollment reporting at (360) 725-6306, or at becky.mclean@k12.wa.us.

The agency TTY is (360) 664-3631.

SECONDARY EDUCATION AND
SCHOOL IMPROVEMENT

Dan Newell
Assistant Superintendent

Mike Hubert
Director

RD:bem/mh

K-12 FINANCIAL RESOURCES

Shawn Lewis
Chief Financial Officer

SCHOOL APPORTIONMENT
AND FINANCIAL SERVICES

JoLynn Berge
Director