



SUPERINTENDENT OF PUBLIC INSTRUCTION

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

January 23, 2012

(X) Action Required
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SECOND 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: Second 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, and the Addendum to Bulletin No. 047-11 (First Clarification) on November 9, 2011, the Office of Superintendent of Public Instruction (OSPI) program staff, in collaboration with the State Board of Community and Technical Colleges (SBCTC) and school district representatives, have determined that due to dissimilar calendars, students who increase their college enrollment during the school year may exceed the allowed combined annual average full-time equivalent (AAFTE) of 1.20.

The purpose of this second addendum is to provide school districts with guidance specific to calculating, managing, and communicating accurate AAFTE values and the possibility of a net reduction to a student's Running Start eligibility for the college spring quarter.

Effective Date

The effective date of this addendum is January 23, 2012, and changes are applicable for the 2011–12 school year beginning September 1, 2011.

Guidance Overview

The 1.20 FTE limitation applies to both monthly FTE calculation and the annual average FTE for the school year.

This guidance allows for the 1.20 FTE limitation to be exceeded due to beginning and ending start dates for high school calendars and college calendars. This guidance does not allow for the 1.20 FTE limitation to be exceeded for multiple months. Examples of allowed and unallowed situations follow in Attachment C – Examples of Running Start AAFTE Calculation and Potential Spring Quarter Adjustment. Unallowed situations would include instances where a student did not attend the first quarter at college, but later enrolls and would be a 1.20 FTE for more than one month.

- **Monthly:** A student shall not exceed the 1.20 FTE for any month from September to June. An allowance for exceeding the 1.20 FTE in January was made and addressed in the first Addendum to Bulletin No. 047-11.
- **Annually:** AAFTE is the average of the monthly FTE reported. With the legislative changes authorized by Chapter 9, 2011 Laws 2nd Special Session, Section 502(1)(e) effective December 20, 2011, districts are now required to report their enrollment for the months of September through June and funding is based on a ten month average. Colleges shall continue to report their Running Start FTE for the months of October through June.

To illustrate potential impacts, we provide several examples in Attachment C – Examples of Running Start AAFTE Calculation and Potential Spring Quarter Adjustment.

Detailed Guidance

School districts and high schools should:

- Identify students at risk of exceeding 1.20 AAFTE. The following two scenarios are indicators:
 - Any student who was counted for more than a 1.20 FTE in January may likely be affected.
 - Any student who increased their college FTE between the fall and winter quarters may also be at risk.
- Using the Spring Quarter Eligibility Calculator – Attachment D, calculate the spring quarter Running Start FTE eligibility for these students. By filling in the high school FTE for the entire school year and the fall and winter quarters' college FTE, this tool will calculate the available spring quarter college FTE and credits.
- Students who have exceeded the 1.20 AAFTE will have less Running Start FTE available. The high school registrar or counselor shall complete the Spring Quarter Eligibility Adjustment Form (SQEAF) – Attachment E for these students only. This form has a similar built-in Spring Quarter Eligibility Calculator that will illustrate to the college, students, and their parents the spring quarter Running Start FTE limitation.
- Students who may have been identified as possibly exceeding the 1.20 AAFTE, but after using the Spring Quarter Eligibility Calculator found not to be at risk, would not require an SQEAF.
- Use the SQEAF to complete the Running Start Enrollment Verification Form (RSEVF) for the spring quarter.
- Attach the SQEAF to the RSEVF. This ensures that the proper documentation of the college spring quarter limitation is communicated to the college, students, and their parents.

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

K-12 FINANCIAL RESOURCES

Shawn Lewis
Chief Financial Officer

SCHOOL APPORTIONMENT
AND FINANCIAL SERVICES

JoLynn Berge
Director

RD:bem/mh

- Attachment C: Examples of Running Start AAFTE Calculation and Potential Spring Quarter Adjustment
- Attachment D: Spring Quarter Eligibility Calculator
- Attachment E: Spring Quarter Eligibility Adjustment Form (SQEAF)