



SUPERINTENDENT OF PUBLIC INSTRUCTION

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July 21, 2003

(X) Action Required

(X) Informational

MEMORANDUM NO. 47-03M SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
Community and Technical College Presidents
Community and Technical College Running Start Administrators
Presidents, Central Washington University, Eastern Washington University, and Washington State University
Business and/or Financial Officers, Central Washington University, Eastern Washington University, and Washington State University

FROM: Dr. Terry Bergeson, State Superintendent of Public Instruction

RE: Running Start Enrollment Reporting for 2003–04 School Year

PURPOSE

This memorandum provides instructions to community and technical colleges and to Central Washington University, Eastern Washington University, 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). Out-of-state colleges and universities are also required to use these instructions if participating in an agreement with a Washington school district pursuant to RCW 28A.600.385.

Colleges/universities use the attached Form P-223RS to report the Running Start enrollments to the school districts from which students earn high school graduation credit. The school districts report Running Start enrollments to the Office of Superintendent of Public Instruction (OSPI).

CHANGES THIS YEAR

There are no changes from the 2002–03 school year.

FUNDING

The funding provided to school districts is based upon the Running Start enrollments reported to OSPI. Funding for Running Start students is provided at the rate of **\$3,922** per nonvocational annual average FTE (AAFTE) and **\$4,664** per vocational AAFTE. School districts may retain up to 7 percent of allocations to offset Running Start program-related costs.

A school district may enter an agreement in which an out-of-state community college agrees to accept an amount less than the Washington state uniform rate if the community college does not charge tuition and fees to participating students. Refer to RCW 28A.600.385 for further guidance.

FORM DUE DATES

Form P-223RS is due at school districts on the 8th calendar day of each month, October through June. Exception: For Washington State University Running Start students, Form P-223RS is due at school districts on the 8th calendar day of each month, September through May. Refer to WAC 392-169-105 for detailed reporting requirements.

Colleges and participating universities should submit completed Form P-223RS **to the school district** business office (**not** to OSPI). If actual enrollments are not available by the due date, the college/university should submit estimated enrollments by the due date and then submit a revised form when actual enrollments are known.

School districts must report Running Start enrollment to educational service districts (ESDs) by the 10th calendar day of the month. The provisions of chapter 392-117 WAC, Timely Reporting, apply to state funding for Running Start enrollments. Failure of a school district to report to the ESD by the due date can result in reduction or delay of state apportionment payments to the district. This in turn may delay payment by school districts to colleges/universities.

RULES

Rules governing enrollment reporting and state funding for Running Start students are contained in the attached chapter 392-169 WAC and on the web at <http://leg.wa.gov/pub/WAC/>.

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. School districts should verify with the college that all classes claimed for vocational funding meet this criteria. Note: Classification of instructional programs (CIP) codes are required on Form P-223RS. A listing of CIP codes is available on the OSPI Career and Technical Education website at

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<http://www.k12.wa.us/careertechEd/CTEclassapproval.asp> or the State Board for Community and Technical Colleges website at <http://www.sbctc.ctc.edu/Workforce/cipcodes.asp>.

DOCUMENTATION REQUIRED FOR AUDIT

Community and technical colleges and participating universities are to retain documentation of enrollments reported on Form P-223RS for audit. Enrollment is audited by the Washington State Auditor's Office. Audit findings can result in recovery of state moneys.

ATTACHMENTS

- Form SPI P-223RS, Monthly Report of Running Start Enrollment
- Chapter 392-169 WAC

The basic enrollment bulletin, SPI Bulletin No. 49-03 School Apportionment and Financial Services, will be issued in August 2003 and will be available on our website at <http://www.k12.wa.us/safs/>.

ALTERNATIVE REPORT FORMS

Colleges/universities may use alternative monthly report forms if the information required on attached Form P-223RS is included and the report is signed by the authorized college/university official. Faxed reports are permitted if acceptable to the school district.

QUESTIONS

Questions regarding Running Start enrollment reporting and Form P-223RS should be directed to Kim Thompson, School Apportionment and Financial Services, at (360) 725-6306. Questions about program aspects of Running Start should be directed to Brian Jeffries, Secondary Education, at (360) 725-6239. The agency TTY number is (360) 664-3631. This information is also available on our website at <http://www.k12.wa.us/safs/>.

BUDGET AND SCHOOL BUSINESS SERVICES

Calvin W. Brodie, Director
School Apportionment and Financial Services

TB:rld
Attachments



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 School Apportionment and Financial Services
 Old Capitol Building
 PO Box 47200
 OLYMPIA WA 98504-7200
 (360) 725-6300 TTY (360) 664-3631

ESD	CO	DIST
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MONTHLY REPORT OF RUNNING START ENROLLMENT

(See reverse side for instructions)

COLLEGE/UNIVERSITY NAME	COLLEGE QUARTER (if applicable)	REPORT MONTH
SCHOOL DISTRICT NAME	SCHOOL DISTRICT NO.	REPORT YEAR

COLLEGE/UNIVERSITY RUNNING START ENROLLMENT

	Headcount of Individual Students	Full-Time Equivalent (FTE) Students	
	Total Nonvocational and Vocational	Nonvocational	Vocational
Eleventh Grade			
Twelfth Grade			
Totals			

ENROLLED STUDENTS (Attach additional pages as needed.)

Student Name	Nonvocational Enrollment		Vocational Enrollment		
	Quarter Credits or Hours Per Week ¹	Full-Time Equivalent ²	Quarter Credits or Hours Per Week ¹	Full-Time Equivalent ²	CIP Code
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
Totals ³					

¹ If college/university quarter credits are awarded, report credits; otherwise, report hours per week of student enrollment.

² Fifteen or more college/university quarter credits equals 1.00 full-time equivalent (FTE). Twenty-five or more hours per week of enrolled class time equals 1.00 FTE. A student's combined nonvocational and vocational FTE cannot exceed 1.00.

³ Total FTEs must agree with totals reported at the top of this form.

CERTIFICATION

I hereby certify that students are reported in accordance with enrollment reporting rules and instructions and that supporting student records are available for audit.

The college/university and the school district should retain this form for audit purposes.

ORIGINAL SIGNATURE OF AUTHORIZED COLLEGE/UNIVERSITY OFFICIAL

DATE

INSTRUCTIONS FOR COMPLETING FORM SPI P-223RS

GENERAL INSTRUCTIONS

Count Dates

Calculate and report enrollments as of the first school day of each month, October through June.

Due Dates and Routing of Form SPI P-223RS (Form P-223RS)

Submit forms to school district business offices on or before the 8th day of each month, October through June. Submit a separate form to each school district sending Running Start students to the college/university. If actual enrollments are not available by the due date, submit estimates and submit a revised form when actual enrollments are known. Submit revised forms whenever errors are discovered.

School districts must report enrollments to the ESD by the 10th of each month.

The provisions of chapter 392-117 WAC, Timely Reporting, apply to this form. Failure to report by the due date or in the form required can result in the reduction or delay of state apportionment payments.

Purpose

Community and technical colleges, as well as Central Washington University, Eastern Washington University, and Washington State University, if participating, use this form to report Running Start students to school districts. Running Start students earn both high school and college credit for college courses. Running Start enrollment generates state basic education moneys, which are paid to the school district for transmittal to the college/university (less a 7 percent administrative fee).

Enrollment Counts

To be counted, a student must:

- Be under 21 years of age at the beginning of the school year.
- Be enrolled tuition-free.
- Be enrolled in a school district in Grade 11 or 12.
- Not have earned the credits required for a high school diploma or received the high school diploma prior to the beginning of the school year.
- Be enrolled in college-level courses on the count date for which the student is earning high school graduation credit.

Limitations on Enrollment Counts

Do not report:

- A student who has dropped out, transferred to another college, been suspended or expelled, or not participated in instructional activities on at least one college day during the current college quarter since the last enrollment count date.
- Enrollment that generates state money for higher education or adult education for the college.
- Summer enrollment. Pursuant to Running Start rules (chapter 392-169 WAC), enrollment in a community or technical college or a participating university is limited to the fall, winter, and spring quarters.

Applicable Laws and Regulations

Funding for Running Start students is provided pursuant to RCW 28A.600.310 (as amended by Chapter 222, Laws of 1993). Rules governing the Running Start program are contained in chapter 392-169 WAC.

Documentation for Audit Purposes

Retain P-223RS reports for six years. Retain supporting documentation until completion of the Washington State Auditor's Office examination of the school year. Documentation should show the student's enrolled status on the count date and evidence of participation in college/university instruction since the last enrollment count date.

References

- See WAC 392-121-187 for rules governing technical college direct-funded enrollment.
- See SPI Bulletin No. 49-03 School Apportionment and Financial Services for additional guidelines and instructions on enrollment reporting.

Questions

For additional information contact Kim Thompson, OSPI, School Apportionment and Financial Services, at (360) 725-6306.

DETAILED INSTRUCTIONS

On the lines provided, enter the college name, college quarter (if applicable), school district name, school district number, and month and year of the enrollment count (e.g., October 2003). Prepare a separate form for each resident school district.

Enrollments

In the boxes provided, enter the number of eleventh and twelfth grade enrolled Running Start students and full-time equivalent (FTE) nonvocational and vocational enrollments on the count date.

Individual Enrolled Students

Report the name of each enrolled Running Start student on the monthly count date.

Nonvocational and Vocational Enrollment

Report nonvocational and vocational enrollments separately in the columns provided. Report vocational enrollment only for courses in a vocational approved program or track taught by a vocationally certified instructor. Report the classification of instructional programs (CIP) codes in the appropriate column.

Quarter Credits or Hours of Enrollment

If classes are offered on a college quarter or semester hour basis, enter the number of college quarter credits in which the student is enrolled on the count date. Convert semester credits to quarter credits for reporting purposes where two semester credits convert to three quarter credits.

Otherwise, enter the number of hours per week that the student is scheduled to attend. See WAC 392-121-107 through 392-121-183 for guidelines for counting enrolled hours. Enrolled hours include reasonable class change passing time and exclude meal times.

Determining Full-Time Equivalent (FTE)

Determine FTE based on college credits as follows:

Report 1.00 FTE for a student enrolled for 15 quarter credit hours or more on the count date. Report a partial FTE for a student enrolled as a Running Start student for less than 15 quarter credit hours. For example: A student enrolled for 5 credit hours is counted as 0.33 FTE (5/15).

Determine FTE based on hours of enrollment as follows:

Report 1.00 FTE for a student enrolled for 25 hours or more per week on the count date. Report a partial FTE for a student enrolled for less than 25 hours. For example: A student enrolled for 20 hours is reported as 0.80 FTE (20/25).

Report FTE rounded to two decimal places (e.g., 0.33, or 0.80).

Limitation on FTE Counts

Count no student as more than 1.00 FTE in any month (including combined nonvocational and vocational FTE). For example: A student enrolled for 18 quarter credits is reported as 1.00 FTE.

Three Count Dates per Quarter

State funding is based on three count dates per college quarter. If a college quarter does not span three enrollment count dates, please contact Kim Thompson, OSPI, School Apportionment and Financial Services at (360) 725-6306.

Alternative Report Forms

A college/university may submit alternative (computer-generated) P-223RS reports in lieu of the paper form provided if the report:

- Displays all of the information required on Form P-223RS.
- Is signed by the authorized college/university official.
- Is acceptable to the school district.

Faxed reports are permitted if acceptable to the school district.

Chapter 392-169 WAC
SPECIAL SERVICE PROGRAMS RUNNING START PROGRAM

WAC 392-169-005 Authority. The authority for this chapter is RCW 28A.600.390, which authorizes the superintendent of public instruction, the state board for community and technical colleges, and the higher education coordinating board to jointly develop and adopt rules governing RCW 28A.600.300 through 28A.600.380, and 28A.150.260 and 28A.150.290 which authorize the superintendent of public instruction to adopt rules governing basic education allocation moneys. The rules set forth in this chapter have been jointly developed and agreed upon by the three agencies, and adopted and codified in separate chapters of the Washington Administrative Code by each of the three agencies. The rules may be modified only by agreement of all three agencies.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-005, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-005, filed 2/1/94, effective 3/4/94.]

WAC 392-169-010 Purpose. The purpose of this chapter is to set forth policies and procedures governing the running start program.

[Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-010, filed 2/1/94, effective 3/4/94.]

DEFINITIONS OF TERMS

WAC 392-169-015 Running start program -- Definition. As used in this chapter, the terms "running start" and "running start program" mean the part-time to full-time equivalent enrollment under this chapter of eligible eleventh and twelfth grade high school students in an institution of higher education for the purpose of earning at least high school credit to be awarded by a school district, and such additional college level or university level credit as may be awarded by the institution of higher education.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-015, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-015, filed 2/1/94, effective 3/4/94.]

WAC 392-169-020 Eligible student -- Definition. As used in this chapter, the term "eligible student" means any person, including a person who is otherwise attending a private school or receiving home-based instruction, who meets each of the following conditions:

(1) The person is under the age of twenty-one years of age as of September 1 of the school year.

(2) The person is eligible by reason of his or her residence or other criterion established by law to enroll in the school district through which the person seeks to obtain the award of running start program high school credit. See RCW 28A.225.160 (residents of a school district), RCW 28A.225.170 (residents of the United States and Indian Reservations), RCW 28A.225.210 (residents of "nonhigh" school districts), and RCW 28A.225.220 ("choice" students). Note: A running start student who changes his or her school district of residence, following enrollment in running start, solely for the purpose of attending an institution of higher education under this chapter shall be deemed to have retained his or her residence in the school district of initial running start enrollment for high school graduation, funding and other purposes under this chapter.

(3) The person is eligible under the grade placement policies of the school district through which the person seeks to obtain running start program high school credit to be in the eleventh or the twelfth grade.

(4) The person has not as of the beginning of the school year earned the credits required for the award of a high school diploma by the school district through which the person seeks to obtain the award of running start program high school credit.

(5) The person has not as of the beginning of the school year received a high school diploma or its equivalent. Note: A general education development certificate is not considered to be the equivalent of a high school diploma for

purposes of this subsection.

(6) The person's running start program enrollment to date is below the applicable eleventh or twelfth grade running start enrollment limitations established under WAC [392-169-055](#).

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-020, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-020, filed 2/1/94, effective 3/4/94.]

WAC 392-169-022 Running start student -- Definition. For the purposes of this chapter and chapter 392-121 WAC, the term "running start student" means an eligible student:

(1) Who is enrolled in the running start program in accordance with this chapter;

(2) Whose enrollment has not been suspended or terminated by withdrawal, transfer, suspension or expulsion; and

(3) Who has participated in one or more instructional activities conducted by college or university staff (e.g., classroom or laboratory instruction, course work testing, post enrollment/registration academic counseling, and similar other instructional activities) on at least one college or university day during the current quarter or semester since the last enrollment count date.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-022, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-022, filed 2/1/94, effective 3/4/94.]

WAC 392-169-023 College or university day -- Definition. For the purposes of this chapter, the term "college or university day" means a day on which running start students are afforded the opportunity to be engaged in instructional activity which is planned and conducted by or under the supervision of college or university instructional staff, and on which day all or any portion of the enrolled running start students actually participate in such instructional activity.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-023, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-023, filed 2/1/94, effective 3/4/94.]

WAC 392-169-025 Full-time equivalent (FTE) running start enrollment -- Definition. For the purposes of this chapter and chapter 392-121 WAC, "full-time equivalent (FTE) running start enrollment" (i.e., college or university enrollment) means the FTE of running start students on an enrollment count date when each student's FTE is determined subject to the limitations of WAC [392-169-022](#), [392-169-055](#) and [392-169-115](#) as follows:

(1) For college or university courses denominated in quarter credits, the quotient of an eligible student's quarter credits of running start enrollment divided by fifteen.

(2) For college or university courses denominated in semester credits, the quotient of an eligible student's semester credits of running start enrollment divided by fifteen.

(3) For college or university courses not denominated in quarter or semester credits, the quotient of an eligible student's average hours of running start enrollment per week divided by twenty-five. Hours of enrollment shall be determined pursuant to WAC 392-121-106 through 392-121-183.

(4) The sum of the results of running start enrollment under subsections (1), (2) and (3) of this section shall not exceed 1.00 FTE per student on any count day or in any school year.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-025, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-025, filed 2/1/94, effective 3/4/94.]

WAC 392-169-030 Annual average full-time equivalent (AAFTE) running start enrollment -- Definition. For purposes of this chapter and chapter 392-121 WAC, "annual average full-time equivalent (AAFTE) running start enrollment" means the sum of the AAFTE of all running start students for a school year when each

running start student's AAFTE equals the sum of the student's running start FTE enrollment on the nine running start count dates divided by nine.

[Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-030, filed 2/1/94, effective 3/4/94.]

WAC 392-169-033 Institution of higher education -- Definition. As used in this chapter, the term "institution of higher education" means:

- (1) A Washington community college established under chapter 28B.50 RCW;
- (2) A Washington technical college established under chapter 28B.50 RCW;
- (3) Central Washington University, Eastern Washington University and

Washington State University if:

(a) The university has decided to participate in the running start program; and

(b) The board of directors of the school district through which an eligible student seeks to obtain running start program high school credit has decided to participate in the universities' running start program.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-033, filed 4/14/95, effective 5/15/95.]

WAC 392-169-040 School district -- Definition. As used in this chapter, the term "school district" means a Washington public school district established under Title 28A RCW.

[Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-040, filed 2/1/94, effective 3/4/94.]

ENROLLMENT RIGHTS, REQUIREMENTS AND LIMITATIONS

WAC 392-169-045 Enrollment -- General requirements and conditions. The enrollment of an eligible student in the running start program shall be governed as follows:

(1) An eligible student is responsible for applying for and pursuing admission to an institution of higher education on or before the deadline for enrollment established by the college or university.

(2) It shall not be necessary for an eligible student to obtain a release of attendance from his or her resident school district in order for the student to enroll in an institution of higher education.

(3) An eligible student is entitled to enroll in an institution of higher education for running start program purposes subject to each of the following conditions and limitations:

(a) Enrollment is limited to college and university level courses.

(b) Prior confirmation pursuant to WAC [392-169-050](#) by the school district through which the student seeks to obtain the award of running start program high school credit of the amount of high school credit to be awarded on or before the deadline for enrollment established by the institution of higher education.

(c) Acceptance of the student by the institution of higher education subject to generally applicable admission and enrollment requirements and limitations established by the institution, including a determination that the student is competent to profit from the college or university level course(s) the student seeks to enroll in: Provided, That a technical college shall not deny admission or continued attendance to a person under twenty-two years of age with a disability based upon impaired competency or the creation of a disruptive atmosphere associated with the person's disability.

(d) The limitations upon the duration and extent of institution of higher education course enrollment set forth in WAC [392-169-055](#) and [392-169-057](#).

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-045, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-045, filed 2/1/94, effective 3/4/94.]

WAC 392-169-050 Enrollment -- High school credit -- Prior confirmation. As a condition to an eligible student's enrollment in college or university courses under this chapter, the eligibility of the courses which the student intends to take for the award of high school credit and the amount of such credit shall

first be established, as follows:

(1) The student shall notify the school district through which the student seeks to obtain the award of running start program high school credit of the specific college or university courses he or she intends to take and shall request confirmation of the amount of high school credit that will be awarded upon successful completion of the courses.

(2) The school district shall establish on a course by course basis the amount of high school required or elective credit, or combination thereof, that shall be awarded for each college or university course successfully completed by the student based upon the conversion rate set forth in WAC 180-51-050.

(3) If a college or university course is not comparable to a school district course required for high school graduation, the school district superintendent shall determine the amount of required high school credit which shall be awarded following consultation with a representative of the institution of higher education designated for that purpose. The difference between the amount of required credit and the amount of credit earned at the conversion rate set forth in WAC 180-51-050 shall be awarded as elective credit.

(4) Within twenty school district business days of a student's request for confirmation of credit the school district superintendent or other designated school district representative shall confirm in writing the amount of high school required or elective credit, or combination thereof, which shall be awarded upon successful completion of the courses.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-050, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-050, filed 2/1/94, effective 3/4/94.]

WAC 392-169-055 Enrollment -- Extent and duration of running start

enrollment. Running start program enrollment under this chapter is limited as follows (and as may be further limited for academic reasons under WAC [392-169-057](#)):

(1) An eligible student who enrolls in grade eleven may enroll in an institution of higher education while in the eleventh grade for no more than the course work equivalent to one academic year of enrollment as an annual average full-time equivalent running start student (i.e., three college or university quarters as a full-time equivalent college or university student, or two semesters as a full-time equivalent college or university student or nine months as a full-time equivalent technical college student).

(2) An eligible student who enrolls in grade twelve may enroll in an institution of higher education while in the twelfth grade for no more than the course work equivalent to one academic year of enrollment as an annual average full-time equivalent running start student (i.e., three college or university quarters as a full-time equivalent community college or university student, or two semesters as a full-time equivalent college or university student and nine months as a full-time technical college student).

(3) Enrollment in an institution of higher education is limited to the fall, winter and spring quarters, and the fall and spring semesters.

(4) As a general rule a student's eligibility for running start program enrollment terminates at the end of the student's twelfth grade regular academic year, notwithstanding the student's failure to have enrolled in an institution of higher education to the full extent permitted by subsections (1) and (2) of this section: Provided, That a student who has failed to meet high school graduation requirements as of the end of the student's twelfth grade regular academic year (September-June) due to the student's absence, the student's failure of one or more courses, or another similar reason may continue running start program enrollment for the sole and exclusive purpose of completing the particular course or courses required to meet high school graduation requirements, subject to the enrollment limitation established by subsection (2) of this section.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-055, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-055, filed 2/1/94, effective 3/4/94.]

WAC 392-169-057 Enrollment -- Extent of combined high school and running start enrollment. Concurrent or combined regular high school program and running

start program enrollment by a student may exceed the equivalent of full-time enrollment as follows:

(1) An eligible student's concurrent enrollment in both the regular high school program, and in running start or an institution of higher education under this chapter, may exceed the equivalent of full-time enrollment: Provided, That a designated school district representative and a designated college or university representative may jointly limit a student's concurrent high school and institution of higher education enrollment, but not to less than the equivalent of full-time enrollment, for bona fide academic reasons based upon a joint evaluation of the student's capabilities and the total course work the student seeks to enroll in.

(2) For purposes of limiting a student's combined regular high school and running start program enrollment for bona fide academic reasons under subsection (1) of this section thirty hours per week shall constitute full-time high school or technical college enrollment, and fifteen quarter credit hours or fifteen semester hours shall constitute full-time college or university enrollment. Thus, for example, a student enrolled in the regular high school program for ten hours per week (one-third FTE) and in a college for ten quarter credit hours (two-thirds FTE) is enrolled the equivalent of full-time.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-057, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-057, filed 2/1/94, effective 3/4/94.]

WAC 392-169-060 Enrollment -- Exception from tuition and fees. A running start student shall not be required by an institution of higher education to pay any tuition or other fee as a condition to the student's full participation in running start college or university course work and related activities, or as a condition to the award of credit therefor: Provided, That requiring a running start student to provide and pay for consumable supplies, textbooks, and other materials to be retained by the student does not constitute the assessment of tuition or a fee for purposes of this section: Provided further, That this limitation on the assessment of tuition and fees does not apply to a student's enrollment above and beyond running start program enrollment limitations under this chapter (i.e., college and university enrollment in excess of one FTE and college and university summer enrollment may be conditioned upon the payment of regular tuition and fees).

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-060, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-060, filed 2/1/94, effective 3/4/94.]

WAC 392-169-065 Enrollment -- Continuing eligibility. Once an eligible student has been enrolled in one or more running start or institution of higher education courses under this chapter, the student shall not be displaced by another student: Provided, That a student's continued enrollment in a course or program and enrollment in other courses or programs shall be subject to generally applicable enrollment requirements and limitations established by the institution of higher education: Provided further, That a technical college shall not deny continued attendance to a person under twenty-two years of age with a disability based upon impaired competency or the creation of a disruptive atmosphere associated with the person's disability.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-065, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-065, filed 2/1/94, effective 3/4/94.]

MISCELLANEOUS REQUIREMENTS

WAC 392-169-070 Annual notice to students and parents. Each school district shall annually provide general information respecting the running start program to all tenth and eleventh grade students of the school district and their parents or guardians.

[Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-070, filed 2/1/94, effective 3/4/94.]

WAC 392-169-075 Academic standards and discipline -- Jurisdiction of educational agencies. Each school district and institution of higher education shall independently have and exercise exclusive jurisdiction over academic and discipline matters involving a student's enrollment and participation in courses of, and the receipt of services and benefits from, the school district or the institution of higher education.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-075, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-075, filed 2/1/94, effective 3/4/94.]

WAC 392-169-080 Compliance with federal and state requirements of law -- Special education program requirements -- Necessary cooperative agreements. As a general rule, a school district and an institution of higher education are independently responsible for assuring compliance with federal and state requirements of law which are applicable to the provision of services and benefits by the school district or the institution of higher education under this chapter. If, however, the individualized education program of a special education student established under chapter 392-171 WAC provides for running start enrollment in an institution of higher education, the school district which established the individualized education program shall also be responsible for assuring compliance with chapter 392-171 WAC in connection with the student's running start enrollment in the institution of higher education. School districts and institutions of higher education shall enter into cooperative agreements as necessary to assure compliance with their respective duties under federal and state law, including agreements which substantiate a school district's claim to necessary federal and state funding.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-080, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-080, filed 2/1/94, effective 3/4/94.]

WAC 392-169-085 High school credit -- Award by school districts. Upon confirmation by an institution of higher education of a student's successful completion of running start program courses under this chapter, the school district shall record on the student's secondary school records and transcript the high school credit previously confirmed under WAC [392-169-050](#) together with a notation that the courses were taken at an institution of higher education.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-085, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-085, filed 2/1/94, effective 3/4/94.]

FINANCIAL REPORTS, CLAIMS AND PAYMENTS

WAC 392-169-090 Finance -- Generation and apportionment of state basic education moneys. (1) Each running start student shall generate state running start basic education moneys based upon the student's enrollment under this chapter in institution of higher education courses or programs in accordance with the definitions of FTE and AAFTE students set forth in WAC [392-169-025](#) and [392-169-030](#), the enrollment and enrollment count limitations set forth in WAC [392-169-055](#) and [392-169-115](#), rules of the superintendent of public instruction set forth in Title 392 WAC which supplement and do not conflict with this chapter, and the Biennial Operating Appropriations Act.

(2) The superintendent of public instruction shall apportion running start basic education moneys to school districts reporting running start enrollments based upon AAFTE nonvocational and vocational running start enrollments and uniform statewide rates for nonvocational and vocational students as determined pursuant to WAC [392-169-095](#).

(3) School districts may retain and expend for running start program counseling or other school district purposes up to seven percent of the running start basic education moneys apportioned by the superintendent of public instruction.

(4) School districts shall apportion each institution of higher education's share of running start basic education moneys received under this chapter to

each institution on at least a modified quarterly basis on or before December 31, March 31, June 30, and August 31 each school year.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-090, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-090, filed 2/1/94, effective 3/4/94.]

WAC 392-169-095 Determination of uniform statewide rates for nonvocational and vocational students. Prior to September 1 of each school year, the superintendent of public instruction shall calculate estimated uniform statewide rates for allocating state basic education moneys for nonvocational and vocational running start student enrollment in consultation with state board for community and technical college staff. Calculations shall be based on assumptions used in the state Operating Appropriations Act for the school year. Rates shall equal the estimated average basic education formula generated amount per nonvocational and vocational AAFTE ninth through twelfth grade student for the school year excluding enhancements provided for small schools.

[Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290 . 94-04-095 (Order 94-01), § 392-169-095, filed 2/1/94, effective 3/4/94.]

WAC 392-169-100 Running start enrollment count dates. Enrollment count dates for the running start program shall be as follows:

(1) For community and technical colleges and for Central Washington University and Eastern Washington University, the first college or university day of each of the months of October through June; and

(2) For Washington State University the first university day of each of the months of September through May.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-100, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-100, filed 2/1/94, effective 3/4/94.]

WAC 392-169-105 Finance -- Institution of higher education reporting

requirements. Each institution of higher education that enrolls an eligible student under this chapter shall periodically report enrollment information as follows:

(1) Within ten calendar days of enrollment of the student, provide written notice to the student, and the school district through which the student seeks to obtain running start program high school credit of the courses and the credit hours or instructional/clock hours of enrollment.

(2) After each monthly count date the institution of higher education shall report running start student enrollments by the eighth day of the month to the school district through which the student seeks to obtain the award of running start program high school credit as is necessary for the school district to claim state running start basic education program moneys under this chapter and chapter 392-121 WAC.

(3) The monthly report shall be prepared in accordance with instructions provided by the superintendent of public instruction, and shall include, but not necessarily be limited to, the following:

(a) The total number of enrolled running start students on the count date (see the definition of a "running start student" in WAC [392-169-022](#));

(b) Total nonvocational running start FTE enrollment;

(c) Total vocational running start FTE enrollment; and

(d) The name of each running start student and the nonvocational and vocational running start FTE reported for the student.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-105, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-105, filed 2/1/94, effective 3/4/94.]

WAC 392-169-110 Finance -- School district reporting requirements. Each school district through which a running start student seeks to obtain running start program high school credit shall make all reports to the superintendent of public instruction in accordance with this chapter and chapter 392-121 WAC as are necessary to substantiate the district's entitlement to the receipt of moneys based upon the student's institution of higher education enrollment under

this chapter. Running start students shall be so reported as full-time equivalent vocational and nonvocational students, or fractions thereof, in accordance with the definition of full-time equivalent students set forth in WAC [392-169-025](#).

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-110, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-110, filed 2/1/94, effective 3/4/94.]

WAC 392-169-115 Finance -- Limitations on enrollment counts. No running start student enrolled in one or more institutions of higher education reported under WAC [392-169-105](#) and [392-169-110](#) shall exceed one full-time equivalent running start student on any enrollment count date or more than one annual average full-time equivalent student in any school year.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-115, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-115, filed 2/1/94, effective 3/4/94.]

WAC 392-169-120 Finance -- Documentation requirements. School districts and institutions of higher education shall maintain documentation supporting running start student enrollment and state funding claims, including the following:

(1) Institution of higher education documentation shall show each student's college or university enrollment status on each enrollment count date and evidence of the student's participation in college or university instructional activities conducted by college or university staff on at least one college or university day since the last enrollment count date. See WAC [392-169-022](#)(3) for a description of required "instructional activities."

(2) School district documentation shall show each student's school district enrollment status on each enrollment count date and evidence that the student is earning high school graduation credit for running start enrollment reported for state funding.

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-120, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-120, filed 2/1/94, effective 3/4/94.]

ALTERNATIVE CONTRACTUAL ARRANGEMENTS

WAC 392-169-125 Current and future institution of higher education enrollment alternatives not affected. This chapter shall not affect the alternative enrollment, and arrangements, therefor, of a secondary student in an institution of higher education pursuant to a contractual agreement entered into pursuant to RCW 28B.50.530 (interschool district/college district cooperative programs) or chapter 39.34 RCW (the Interlocal Cooperation Act). See WAC 392-121-183 (Contracting with a higher education institution).

[Statutory Authority: RCW 28A.300.390, 28A.150.260 and 28A.150.290. 95-09-042 (Order 95-02), § 392-169-125, filed 4/14/95, effective 5/15/95. Statutory Authority: RCW 28A.600.390, 28A.150.260 and [28A.150.]290. 94-04-095 (Order 94-01), § 392-169-125, filed 2/1/94, effective 3/4/94.]