Attachment C

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School SSID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students participating in Running Start programs are limited to a monthly combined enrollment of 1.20 Full-Time Equivalent (FTE). In addition, this limitation applies to the combined annual average FTE (AAFTE) of 1.20.

As a result of your college credit increase for the winter quarter, and based upon your current (second semester) high school schedule, you are projected to exceed the 1.20 AAFTE. As such, your available spring quarter Running Start FTE has been reduced to comply with the allowable maximum under state rules.

The table below provides the calculation of this Running Start FTE reduction.



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School Counselor or Registrar Signature (REQUIRED) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Counselor or Registrar Printed Name

We understand the limitations on Running Start spring quarter eligibility as explained above.

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Student Signature (REQUIRED) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature (REQUIRED) Date

**COMPLETING the SPRING QUARTER ELIGIBILITY ADJUSTMENT FORM (sqeaf)**

**PURPOSE:** When a Running Start student is identified as at risk of exceeding the combined maximum annual average FTE (AAFTE) of 1.20, the high school counselor or registrar completes the SQEAF.

This occurs for students attending a high school with a semester calendar and a college with a quarter calendar. When a student increases their Running Start classes for the winter quarter, the student could be on track to exceed the 1.20 AAFTE for the school year.

When planning a student’s winter college quarter, the high school counselor should look at the student’s high school second semester schedule. An exception to the monthly 1.20 FTE limitation is allowed for the month of January only, when the high school first semester and the winter quarter overlaps. A student who is counted for more than a 1.20 FTE in January could be at risk to exceed the 1.20 AAFTE limitation. As a result, the student would require a reduction in their available spring quarter FTE.

This form informs the student, parent/guardian, and college of the necessity to reduce the FTE available for the spring quarter.

**INSTRUCTIONS FOR COMPLETING THE SQEAF**

The high school counselor or registrar completes this form and the student and a parent/guardian signs the completed form.

**STUDENT INFORMATION:** Complete the top of the page with the student’s information. The college student identification number (SID#) can be found on previous completed copies of the Running Start Enrollment Verification Form (RSEVF).

**FTE TABLE:** The table provided is an embedded Excel worksheet. Click on the table. Enter the known high school/skill center FTE. For high school/skill center FTE that exceeds 1.0, enter 1.0 FTE.

Enter the fall and winter quarter FTE for Running Start. The built-in calculator will compute the student’s available Running Start FTE and credits for spring quarter.

**SIGNATURE OF COUNSELOR/REGISTRAR:** The high school counselor or registrar should review the form for accuracy, and enter his/her printed name, date, and signature.

**STUDENT & PARENT/GUARDIAN:** The student and parent/guardian should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form.

**DISTRIBUTION OF SQEAF AND RECORDS RETENTION:** A copy of the SQEAF should be included in the student’s cumulative and guidance records.

The original completed SQEAF should be stapled to the back of the RSEVF and the box in the upper right hand corner of the RSEVF should be checked, indicating an SQEAF is attached.

The student should take the completed RSEVF with the attached SQEAF to the Running Start Coordinator at the college.

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