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) except for the following instances.

* When a student’s second high school trimester overlaps with the college fall quarter in December, the combined high school and college FTE can exceed 1.20 for December only.
* When a student’s first high school semester overlaps with the college winter quarter in January, the combined high school and college FTE can exceed 1.20 for January only.

In addition, a student’s annual average FTE (AAFTE) cannot exceed 1.20.

As a result of your prior monthly enrollment and current 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.



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

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 who have been claimed for more than a 1.20 FTE in the months of December or January.

* When a student’s second high school trimester overlaps with the college fall quarter in December, the combined high school and college FTE can exceed 1.20 for December only.
* When a student’s first high school semester overlaps with the college winter quarter in January, the combined high school and college FTE can exceed 1.20 for January only.

As a result of exceeding the 1.20 FTE, the student’s available spring quarter FTE is reduced.

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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