



**PURPOSE:** The Summer Running Start Enrollment Verification Form (RSEVF) is a tool to determine which students are eligible to enroll in the summer quarter and what their available AAFTE is for the summer quarter. Additionally, this form provides the college and high school with the enrolled college classes and notifies the student and their parents/guardians if tuition charges will occur.

The Summer RSEVF is required to enroll in the summer term for each student enrolling in college classes through the Running Start program, including home-based and private school students. Students attending more than one college for any college term are required to have a separate Summer RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right-hand corner of the form must be checked.

If the student's college enrollment changes during the summer quarter term, a revised Summer RSEVF must be completed and the appropriate box in the upper right-hand corner of the form must be checked.

**Eligibility for the Summer Quarter:** Students who meet a specific grade level requirement and who have available AAFTE after June are eligible to enroll in Running Start for the summer quarter.

**Grade Level Requirement:** Students who will complete grade 10, are in grade 11, or are in grade 12 but will not graduate at the end of the standard school year would meet the grade level requirement to enroll in Running Start for the summer quarter. Homeschool students must be deemed eligible to enroll as 11<sup>th</sup> grade students in the upcoming fall term based upon the grade placement policies of the district through which they intend to access Running Start.

**Available Annual Average FTE (AAFTE) Limitation:** High school and skill center AAFTE is the 10-month average of the FTE reported for the months September through June. Running Start AAFTE is the 9-month average of the FTE reported for eleven months, October through August.

Students enrolled in both high school and college can be claimed for up to a combined 1.40 AAFTE for the school year. The high school cannot exceed 1.00 AAFTE but the college can claim up to a 1.40 AAFTE.

Students who meet the grade level requirement and have available AAFTE after the June count would be eligible to enroll in the summer quarter and take up to 10 college credits.

**FERPA STATEMENT:** Per the [U.S. Department of Education](#), "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

## **INSTRUCTIONS FOR COMPLETING THE SUMMER RSEVF**

### **UPPER RIGHT-HAND CORNER:**

Complete this section by checking the boxes that are appropriate.

- **Revised Form** – Check this box if a previous Summer RSEVF was completed.
- **New Student** – Check if the student is new to Running Start.
- **Returning Student** – Check if the student has taken Running Start in a prior college term.
- **Enrolled in Multiple Colleges** – Check if the student will be enrolled in more than one college this term.
- **18 Years or Older** – Check if the student will be 18 years or older at the beginning of the college term. If so, the parent/guardian is not required to sign the form.
- **Homeschool** – Check if the student is enrolled in home-based instruction and has a Declaration of Intent to Homeschool on file with the district.

**STUDENT SECTION:** The Summer RSEVF begins with the student completing the first section of the form.

Students who are under the age of 18 at the beginning of the college term must provide their parent/guardian information.

Fill in the student high school and district student identification number (SSID). This number is available at the high school guidance office. Also, fill in the college student identification number (SID). Refer to earlier completed RSEVFs for this number. If the student is new to the program, the college SID is available on the processed college application.

### **HIGH SCHOOL/DISTRICT REP & RUNNING START ADVISOR/REP SECTION:**

The high school representative or district administrator and college Running Start advisor or representative complete this section.

#### **Eligibility for the Summer Quarter:**

High school and/or designated district staff complete this section for all students including home-based and private school students to determine if they meet the grade level requirement and have available AAFTE to enroll in summer Running Start. Using the table provided, input the FTE that the student was claimed each month, both by the high school and the college. Students enrolled in both a skill center and high school who have been claimed for a combined FTE more than a 1.0 in any month should be entered as a 1.0 FTE for that month. The table will calculate the AAFTE as of June, determine the AAFTE available for the summer quarter, and the number of college credits the student can enroll in.

**Free and Reduced-Price Lunch (FRPL) Status:** The high school/district representative would check the appropriate box indicating if the student is currently eligible for FRPL or had been FRPL-eligible any time in the past five school years. The counselor will initial—certifying the accuracy of this statement and, for students under 18, the parent/guardian will provide their signature and date when the answer is "Yes." This data is now required as part of RCW 28A.600.310. If districts choose not to use this method, they will need to develop another tool to share this information with their partner colleges.

**Grade Level:** Indicate the student's grade level.

**Recommended Running Start Classes:** The student, with the help of the high school counselor/district representative and college Running Start advisor/representative, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section is completed by the high school counselor.

**Signatures of High School/District Representative and Running Start Advisor/ Representative:** Both the high school representative or designated district staff and Running Start advisor/representative should review the form for accuracy, enter their printed name, date, phone number, and signature.

**STUDENT & PARENT/GUARDIAN SECTION:** 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. Students 18 and older are not required to provide a parent/guardian signature.

**DISTRIBUTION OF RSEVF AND RECORDS RETENTION:** Copies of the completed form should be retained by both the high school and college. The original form is kept by the student and their parent or guardian.



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