



SUPERINTENDENT OF PUBLIC INSTRUCTION

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(X) Action Required
(X) Informational

BULLETIN NO. 035-16 SECONDARY EDUCATION & STUDENT SUPPORT/ 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
Public Charter Schools
Tribal Compact Schools
Community and Technical College Running Start Coordinators
Central Washington University, Eastern Washington University, Northwest
Indian College, Spokane Tribal College, and Washington State University
Running Start Coordinators

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: 2016–17 Running Start Updates on 1.20 FTE Limitation

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Agency TTY 360-664-3631

Purposes

The purposes of this bulletin are to provide districts, charter schools, tribal compact schools, and colleges the enrollment reporting changes for the 2016–17 school year and to review current guidance related to the Running Start 1.20 Full-Time Equivalent (FTE) combined maximum limitation that a student can be claimed for state funding. This bulletin summarizes these changes and is intended to update last year's Bulletin No. 037-15 Re: 2015–16 Running Start Updates on 1.20 FTE Limitation.

Background on FTE and AAFTE Limitation

A Running Start student is limited to be claimed for state funded apportionment for a combined high school and college enrollment that does not exceed 1.20 FTE for any month except January. Neither the high school nor college enrollment can individually exceed 1.00 FTE, except for students enrolled in a high school and a skill center. This 1.20 FTE limitation also applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.20 AAFTE for the school year. Students that exceed the 1.20 FTE or AAFTE will be charged tuition at the college for the credits in excess of this limitation.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.00 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student is enrolled in both the high school and skill center and taking less than a 1.00 FTE, the standard Running Start calculation applies.

Running Start students enrolled in college vocational programs may exceed the 15 credit limit, but may be claimed for a maximum of 1.00 FTE. The college will be reimbursed for the 1.00 FTE.

Due to the overlapping of the first high school semester and the winter college quarter in January, a Running Start student could be claimed for more than a 1.20 FTE for that month only. When this occurs, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFTE would be exceeded.

High school FTE is based on enrolled instructional minutes; 300 minutes a day or 1,500 weekly minutes equal 1.00 FTE. High school classes can vary and allowable passing time between classes can be counted. For exact calculated FTE for each class, refer to the high school's bell schedule available through the registrar or business administration office.

College FTE is based on enrolled credits. Fifteen credits equal 1.00 FTE in both quarter and semester calendars.

For examples and more information on the Running Start FTE and AAFTE limitation, refer to Attachment A – Clarifying Guidance on the 1.20 Running Start Full-Time Equivalent (FTE) Limitation.

Running Start Enrollment Verification Form (RSEVF)

For each college term, students interested in taking Running Start classes must complete the RSEVF, available at the high school, and in consultation with a school counselor or a school official assigned to provide such guidance. This form calculates the available Running Start FTE based on enrolled high school and skill center FTEs. This form must be completed for all Running Start students, including home-based and private school students.

For Running Start students enrolling in more than one college, a separate RSEVF must be completed for each college. Careful attention must be taken to ensure that a student enrolled in multiple colleges does not exceed the 1.20 Running Start FTE limitation.

In the event a student makes a change to either the high school and skill center or Running Start college class schedule, after the beginning of the college term, a new RSEVF must be completed, reflecting changes to Running Start FTE eligibility.

The student and a parent/guardian, as well as high school and college officials, are required to sign the RSEVF acknowledging the 1.20 FTE limitation and the possibility of tuition being assessed if the FTE will be exceeded. All signatures on the form must be clear and accurate.

Spring Quarter Eligibility Adjustment Form (SQEAF)

The SQEAF is required to be completed for students who have been identified as being at risk of exceeding the 1.20 combined AAFTE. This form calculates the reduction of the student's spring quarter eligibility and notifies parents, high schools, and colleges of this reduction. This form should be attached to the RSEVF for the spring quarter. When a student is enrolling in more than one college for the spring quarter, a copy of the SQEAF must be attached to each college's RSEVF.

Questions

If you require assistance or have questions, please contact the following:

- Kim Reykdal, Program Supervisor, Dual Credit and College Readiness Math at 360-725-6168 or kim.reykdal@k12.wa.us.
- Becky McLean, Program Supervisor, Enrollment Reporting and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or becky.mclean@k12.wa.us.

The agency TTY number is 360-664-3631. This information is also available at <http://www.k12.wa.us/BulletinsMemos/bulletins2016.aspx> on the agency website.

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RD:bem/kr

- Attachment A: Clarifying Guidance on the 1.20 Running Start Full-Time Equivalent (FTE) Limitation
Attachment B: Running Start Enrollment Verification Form (RSEVF) (Rev. 8/2016)
Attachment C: 2016-17 Spring Quarter Eligibility Adjustment Form (SQEAF) (Rev. 8/2016)

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