



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 |
|-----|----|------|

**MONTHLY REPORT OF RUNNING START ENROLLMENT**  
 (See reverse side for instructions)

|   |                     |                               |
|---|---------------------|-------------------------------|
| COLLEGE/UNIVERSITY NAME                                 | SCHOOL TERM         | REPORT MONTH                  |
| DISTRICT, CHARTER SCHOOL, OR TRIBAL COMPACT SCHOOL NAME | DISTRICT/SCHOOL NO. | REPORT YEAR<br><b>2017-18</b> |

|                | Running Start Headcount | Running Start Nonvocational FTE | Running Start Vocational FTE |
|----------------|-------------------------|---------------------------------|------------------------------|
| Eleventh Grade |                         |                                 |                              |
| Twelfth Grade  |                         |                                 |                              |
| <b>Totals</b>  |                         |                                 |                              |

**ENROLLED STUDENTS** (Attach additional pages as needed)

| Student Name        | Grade | Nonvocational Enrollment  |                  | Vocational Enrollment     |                  |          |
|---------------------|-------|---------------------------|------------------|---------------------------|------------------|----------|
|                     |       | # of Credits <sup>1</sup> | FTE <sup>2</sup> | # of Credits <sup>1</sup> | FTE <sup>2</sup> | CIP Code |
| 1.                  |       |                           |                  |                           |                  |          |
| 2.                  |       |                           |                  |                           |                  |          |
| 3.                  |       |                           |                  |                           |                  |          |
| 4.                  |       |                           |                  |                           |                  |          |
| 5.                  |       |                           |                  |                           |                  |          |
| 6.                  |       |                           |                  |                           |                  |          |
| 7.                  |       |                           |                  |                           |                  |          |
| 8.                  |       |                           |                  |                           |                  |          |
| 9.                  |       |                           |                  |                           |                  |          |
| 10.                 |       |                           |                  |                           |                  |          |
| 11.                 |       |                           |                  |                           |                  |          |
| 12.                 |       |                           |                  |                           |                  |          |
| 13.                 |       |                           |                  |                           |                  |          |
| 14.                 |       |                           |                  |                           |                  |          |
| 15.                 |       |                           |                  |                           |                  |          |
| 16.                 |       |                           |                  |                           |                  |          |
| 17.                 |       |                           |                  |                           |                  |          |
| 18.                 |       |                           |                  |                           |                  |          |
| 19.                 |       |                           |                  |                           |                  |          |
| 20.                 |       |                           |                  |                           |                  |          |
| 21.                 |       |                           |                  |                           |                  |          |
| 22.                 |       |                           |                  |                           |                  |          |
| 23.                 |       |                           |                  |                           |                  |          |
| 24.                 |       |                           |                  |                           |                  |          |
| 25.                 |       |                           |                  |                           |                  |          |
| <b>Total of FTE</b> |       |                           |                  |                           |                  |          |

<sup>1</sup> Report the student's enrolled college credits.

<sup>2</sup> Using the Running Start formula – (# of enrolled college credits ÷ 15) – calculate and report the student's Running Start FTE.

**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 reporting district, charter school, or tribal compact school should retain this form for audit purposes.

ORIGINAL SIGNATURE OF AUTHORIZED COLLEGE/UNIVERSITY OFFICIAL

DATE

# INSTRUCTIONS FOR COMPLETING FORM SPI P-223RS

(Complete a separate form for each district, charter school, and tribal compact school served by the reporting college.)

## GENERAL INSTRUCTIONS

### Count Dates (WAC 392-169-100)

1. For all Running Start classes, except Washington State University, the monthly count days are the first university day of each of the months of October through June.
2. For Washington State University Running Start classes offered at the college campus, count enrollments as of the first university day of each of the months of September through May but report the enrollment on the following month's Form P-223RS.

### Due Dates and Routing of Form P-223RS

Submit forms to the district, charter school, or tribal compact school's business offices on or before the eighth calendar day of each month, October through June.

Submit a separate form to each district, charter school, and tribal compact school sending Running Start students to the college/university. If the actual enrollment is not available by the due date, the college/university must submit their estimated enrollment number by the due date and then submit a revised form when the actual enrollment is known. Submit revised forms whenever errors are discovered.

Districts, charter schools, and tribal compact schools must submit enrollment on or around the 11th calendar day of each month.

The provisions of chapter 392-117 WAC, Timely Reporting, apply to state funding for Running Start. 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, Evergreen State College, Northwest Indian College, Spokane Tribal College, and Washington State University, if participating, use this form to report Running Start students. Running Start students earn both high school and college credit for college courses. Running Start enrollment generates state basic education funding, which is paid to the district, charter school, or tribal compact school for transmittal to the college/university (less a seven 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 11th or 12th grade.
- Not have met the district, charter school, or tribal compact school's high school graduation requirement at 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, or not participated in instructional activities on at least one college day since the last enrollment count date.
- Enrollment that generates state funding for higher education or adult education for the college.
- Running Start enrollment is limited to the college's fall, winter, and spring quarters or first and second semester. (WAC 392-169-055).
- As a general rule, a student's eligibility for Running Start program terminates at the end of the student's 12th grade regular academic year. See WAC 392-169-055.

### 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.



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### 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 the School Apportionment and Financial Services Annual Enrollment Bulletin for additional guidelines and instructions on enrollment reporting at <http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

### Questions

For additional information contact **Becky McLean**, OSPI, School Apportionment and Financial Services, at **360-725-6306**.

## DETAILED INSTRUCTIONS

On the lines provided, enter the college name, school term, report month, district, charter school, or tribal compact school name, and district, charter school, or tribal compact school number. Prepare a separate form for each district, charter school, or tribal compact school.

### Enrollment

In the boxes provided, enter the number of 11th and 12th grade enrolled Running Start students, and the college nonvocational and vocational FTE on the monthly count day. If the district, charter school, or tribal compact school does not require the grade level information, enter the total of all students in the Total fields only.

### Individual Enrolled Students

Report the name of each enrolled Running Start student on the monthly count date. Report the grade level of each student only if required by the district, charter school, or tribal compact school.

### FTE Enrollment to Report

Report nonvocational and vocational enrollment 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.

### Determining FTE

Determine FTE based on the enrolled college credits. 15 enrolled college credits equals 1.0 FTE. Use the following formula to calculate the student's FTE:

$$\# \text{ of enrolled college credits} \div 15$$

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

### Limitation on FTE Counts

Colleges are limited in counting any student for more than 1.00 FTE in any month (including combined nonvocational and vocational FTE). For example: a student enrolled for 18 college credits is reported as 1.00 FTE.

The college 1.00 FTE limitation applies to students enrolled in multiple colleges.

Additionally, students enrolled in high school (11th or 12th grade) and Running Start (college) may not exceed the allowed combined maximum FTE of 1.20, except for January. For further guidance, refer to the annual bulletin regarding the Running Start Updates on 1.20 FTE Limitation.

### 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 except for districts, charter schools, or tribal compact schools who do not require the students' grade level information.
- Is signed by the authorized college/university official.
- Is acceptable to the district, charter school, or tribal compact school. Faxed reports are permitted if acceptable to the district, charter school, or tribal compact school.