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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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July 3, 2018

( X ) Action Required  
(X) Informational

### BULLETIN NO. 060-18 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Community and Technical College Presidents  
Community and Technical College Running Start Administrators  
Presidents, Central Washington University, Eastern Washington University,  
Evergreen State College, Northwest Indian College, Spokane Tribal College, and  
Washington State University  
Business and/or Financial Officers, Central Washington University, Eastern  
Washington University, Evergreen State College, Northwest Indian College,  
Spokane Tribal College, and Washington State University  
State Board of Community and Technical Colleges  
Washington Student Achievement Council

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Running Start Enrollment Reporting for the 2018–19 School Year

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding  
360-725-6306, [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)

#### PURPOSE

This bulletin provides instructions to community and technical colleges and to Central Washington University, Eastern Washington University, Evergreen State College, Northwest Indian College, Spokane Tribal College, and Washington State University, if participating, for reporting high school students enrolled under the Running Start program (RCW [28A.600.300](#) through [28A.600.400](#) ). Colleges in Idaho or Oregon participating in the Running Start program through an agreement with a Washington school district, charter school, or tribal compact school pursuant to RCW [28A.600.385](#) are also required to use these instructions.

#### CHANGES THIS YEAR

The Running Start rates have been changed for the 2018–19 school year. Nonvocational annual average full-time equivalent (AAFTE) will be funded at \$8,135.13 and Vocational AAFTE will be funded at \$9,059.51.

### **1.20 FULL-TIME EQUIVALENT (FTE) AND AAFTE LIMITATION**

Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.20 FTE for any month except January. In addition, this limitation applies to AAFTE, where Running Start students 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 will be charged tuition at the college for the credits that exceed the 1.20 FTE limitation.

An exception on the monthly 1.20 FTE limitation is allowed for January. When the college winter quarter and high school first semester overlaps 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 at risk of exceeding the 1.20 AAFTE.

A Running Start Enrollment Verification Form (RSEVF) must be completed for each student, for each college term, and for each college. This form outlines for the students, parents, high schools, and colleges the available FTE for Running Start and the possibility of incurring tuition costs. This form can be found as [Attachment B](#) to the 2018–19 Running Start Updates on 1.20 Full-Time Enrollment (FTE) Limitations bulletin.

Careful attention must be taken to ensure a student enrolled in multiple colleges does not exceed the 1.20 Running Start FTE limitation, as well as the 1.20 Running Start AAFTE limitation.

For students on track to exceed the 1.20 AAFTE, their available spring quarter Running Start FTE must be reduced. This may occur when a student exceeded the 1.20 FTE in January or when a student increased the college classes in the winter quarter. When this occurs, the Spring Quarter Eligibility Adjustment Form (SQEAF) is completed to notify students, parents, high schools, and colleges of this reduction. This form can be found as [Attachment C](#) to the 2018–19 Running Start Updates on 1.20 Full-Time Enrollment (FTE) Limitations bulletin.

### **FORM P-223RS AND ALTERNATIVE REPORT FORMS**

Form P-223RS, Monthly Report of Running Start Enrollment is attached to this bulletin. Colleges use this form to report Running Start enrollment to districts, charter schools, and tribal compact schools from which students earn high school graduation credit. In turn, districts, charter schools, and tribal compact schools report Running Start enrollment to OSPI. Enrollment definitions and instructions for completing Form P-223RS are printed on the back of the form. Additional forms can be found on the 2018–19 Enrollment Reporting Instruction [website](#).

Alternative Forms: Colleges may use an alternative form if the information required on Form

P-223RS is included, the form is signed by the authorized college official, and the form is acceptable to the district, charter school, or tribal compact school. Note for districts, charter schools, or tribal compact schools that do not require the student's grade information, the college is not required to provide this detail.

Form Due Dates: Form P-223RS is due to districts, charter schools, and tribal compact schools on or before the eighth calendar day of each month, October through June. If the actual enrollment is not available by the due date, the college must submit their estimated enrollment numbers by the due date and then submit a revised form when the actual enrollment is known. Colleges submit a completed Form P-223RS to the district, charter school, or tribal compact school's business office. The provisions of chapter [392-117](#) WAC, Timely Reporting, apply to state funding for Running Start. Failure to report enrollment by the due date can result in a reduction or delay of state apportionment payments to the district, charter school, or tribal compact school. This, in turn, may delay payment to the college.

#### **VERIFICATION OF VOCATIONAL APPROVAL REQUIRED**

Vocational funding is only provided for classes within the vocational program or track at the community or technical college that are taught by a certificated vocational instructor. Districts, charter schools, and tribal compact schools should verify with the college all classes claimed for vocational funding meet these criteria. For each student's vocational FTE, a classification of instructional programs (CIP) code is required on Form P-223RS. A listing of CIP codes is available on OSPI's [Career and Technical Education](#) website:

#### **FUNDING**

The funding provided to districts, charter schools, and tribal compact schools is based upon the Running Start enrollments reported to OSPI. Funding for Running Start students is provided at the rate of \$8,135.13 per nonvocational AAFTE and \$9,059.51 per vocational AAFTE. Districts, charter schools, and tribal compact schools may retain up to seven percent of the funds generated to offset Running Start program-related costs.

#### **DOCUMENTATION REQUIRED FOR AUDIT**

Enrollment reported for state funding is audited by the Washington State Auditor's Office. Colleges must retain documentation to support the enrollment reported on Form P-223RS for audit. Audit findings and exceptions can result in recovery of state funding.

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### **INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact the following:

- Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or email at [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us).
- Kim Reykdal, Program Supervisor, Dual Credit and College Ready Math Initiative, regarding Running Start program aspects at 360-725-6168 or email at [kim.reykdal@k12.wa.us](mailto:kim.reykdal@k12.wa.us).

The OSPI TTY number is 360-664-3631.

This bulletin is also available on OSPI's [Bulletins](#) website.

Jamila B. Thomas  
Chief of Staff

Lisa Dawn-Fisher, PhD  
Chief Financial Officer  
Financial Resources

T.J. Kelly  
Director  
School Apportionment and Financial Services

CR:bem

Attachment: Form P-223RS, Monthly Report of Running Start Enrollment

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