



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

August 5, 2016

(X) Action Required
(X) Informational

MEMORANDUM NO. 042-16M SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
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
College of Presidents
State Board of Community and Technical Colleges
Washington Student Achievement Council

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

RE: Running Start Enrollment Reporting for 2016–17 School Year

CONTACT: Becky McLean, 360-725-6306, becky.mclean@k12.wa.us
Agency TTY 360-664-3631

Purpose

This memorandum 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). Out-of-state colleges and universities are also required to use these instructions if participating in an agreement with a Washington school district, charter school, or tribal compact school pursuant to RCW 28A.600.385.

Colleges/universities use the attached Form P-223RS to report the Running Start enrollments to the districts, charter schools, and tribal compact schools from which students earn high school graduation credit. The districts, charter schools, and tribal compact schools report Running Start enrollments to the Office of Superintendent of Public Instruction (OSPI).

Changes This Year

The funded rates paid for Running Start enrollment have been revised.

1.20 Full-Time Equivalent (FTE) and Annual Average FTE (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. Due to the overlapping of the college winter quarter and high school first semester 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 reduced FTE for the spring quarter.

An RSEVF must be completed for each student, for each 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 at OSPI's Secondary Education website:

<http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/RunningStart.aspx>.

Careful attention must be taken to ensure that 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 that are 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 at OSPI's Secondary Education website:

<http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/RunningStart.aspx>.

For further guidance, see Bulletin No. 035-16 dated August 5, 2016.

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 **\$6,380.15** per nonvocational AAFTE and **\$6,683.30** per vocational AAFTE. Districts, charter schools, and tribal compact schools may retain up to seven percent of allocations to offset Running Start program-related costs.

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. For detailed reporting requirements, refer to the *2016–17 Enrollment Reporting Handbook* found at this website: <http://www.k12.wa.us/safs/INS/ENR/1617/eh.asp>.

Colleges and participating universities submit a completed Form P-223RS to the district, charter school, or tribal compact school business office. If actual enrollments are not available by the due date, the college/university must submit estimated enrollments by the due date and then submit a revised form when actual enrollments are known.

The provisions of chapter 392-117 WAC, Timely Reporting, apply to state funding for Running Start enrollments. Failure to report enrollment by the due date can result in reduction or delay of state apportionment payments to the district, charter school, or tribal compact school. This, in turn, may delay payment to colleges/universities.

Rules

Rules governing enrollment reporting and state funding for Running Start students are contained in chapter 392-169 WAC and on the Washington State Legislature's website: <http://apps.leg.wa.gov/wac/>.

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 that 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 the OSPI Career and Technical Education's website: <http://www.k12.wa.us/careerTechEd/courseapproval.aspx>.

Documentation Required for Audit

Community and technical colleges and participating universities are to retain documentation of enrollments reported on Form P-223RS for audit. Enrollment is audited by the Washington State Auditor's Office. Audit findings and exceptions can result in recovery of state moneys.

Form P-223RS and Alternative Report Forms

Form P-223RS, Monthly Report of Running Start Enrollment is attached to this memorandum. Enrollment definitions and instructions for completing Form P-223RS are printed on the back of the form. Additional forms can be found on our website: <http://www.k12.wa.us/safs/INS/ENR/1617/eh.asp>.

Colleges/universities may use an alternative form if the information required on the attached Form P-223RS is included, the form is signed by the authorized college/university official, and the form 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.

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Questions

Questions regarding Running Start enrollment reporting should be directed to Becky McLean, School Apportionment and Financial Services, at 360-725-6306 or becky.mclean@k12.wa.us.

Questions about program aspects of Running Start should be directed to Kim Reykdal at 360-725-6168 or runningstart@k12.wa.us. The agency TTY number is 360-664-3631. This information is also available on our website at: <http://www.k12.wa.us/SAFS/default.asp>.

K-12 FINANCIAL RESOURCES

T.J. Kelly, Director
School Apportionment and Financial
Services

EXECUTIVE SERVICES

Ken Kanikeberg
Chief of Staff

RD:bem

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

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.