



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# *Running Start: A Technical Guide for Enrollment and Reporting*

**2023**

# RUNNING START: A TECHNICAL GUIDE FOR ENROLLMENT AND REPORTING

**2023**

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# PURPOSE/BACKGROUND

The content of this document is to provide an update to the Running Start Full-Time Equivalent (FTE) limitation, as well as instructions to colleges on reporting Running Start enrollment and the funding rates for 2023–2024. As addressed in Bulletin 057-23, the FTE limitation allowed for Running Start will increase to 1.40 FTE in 2023–2024. Additionally, the summer college term will be open to all students eligible for Running Start with FTE capacity under the 1.40 Annual Average FTE (AAFTE) limitation.

Throughout this guide, the term LEA means Local Education Agency which include school districts, charter schools, and tribal compact schools. For the purposes of this guidance, the term “college” includes all community and technical colleges, Central Washington University, Eastern Washington University, Evergreen State College, Northwest Indian College, Spokane Tribal College, and Washington State University.

## THE RUNNING START 1.40 FTE AND AAFTE LIMITATION

A Running Start student’s enrollment in high school and college may be claimed for state funding for a combined maximum of 1.40 FTE in any month except in limited cases addressed below. A high school cannot exceed 1.00 FTE, except for students simultaneously enrolled in a high school and a skill center. The college enrollment may exceed 1.00 FTE.

This 1.40 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 which exceeds 1.40 AAFTE for the school year, which, for all students in their junior year of high school, may be inclusive of the summer quarter. Students whose enrollment exceeds the 1.40 FTE or AAFTE will be charged tuition at the college for 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 0.40 FTE. When a student’s combined high school and skill center enrollment is less than 1.00 FTE, the standard Running Start calculation applies.

There are two limited instances when a Running Start student’s enrollment can exceed 1.40 in a specific month. They are:

1. When the high school second trimester and the college fall quarter overlaps in December, a Running Start student could be claimed for more than a 1.40 FTE for December only.

### Substitute House Bill 1316 (2023)

- **Increases FTE/AAFTE to 1.40**
- **Opens Summer Quarter Running Start**
- **Permits “Rising Juniors” to Enroll in the Summer Following 10<sup>th</sup> Grade**
- **Requires Running Start Access for All Eligible Students**
- **Highlights Eligibility for Home, Private, Charter, and Tribal School Students**
- **Expands Eligibility for Fee Waivers**

2. When the high school first semester and the college winter quarter overlaps in January, a Running Start student could be claimed for more than a 1.40 FTE for January only.

When this occurs, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter if the 1.40 AAFTE is exceeded.

High school FTE is based on enrolled instructional minutes. 1,665 weekly minutes equal 1.00 FTE. High school classes can vary in length, and allowable passing time between classes can also be counted. For the exact calculated FTE for each class period, refer to the high school's bell schedule available through the registrar or business administration office.

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

Additional guidance on Running Start can also be found in the [Running Start Frequently Asked Questions](#).

## Understanding Full-Time Equivalent (FTE)

### FTE is the measurement of a student's instructional enrollment.

- **For High School Classes:** 1.00 FTE equates to 27 weekly hours and 45 minutes or 1,665 weekly minutes. For part-time high school enrollment, FTE is calculated by dividing the student's enrolled weekly minutes by 1,665.
- **For Running Start College Classes:** 1.00 FTE equals 15 enrolled college credits. For part-time enrollment, FTE is calculated by dividing the student's enrolled college credits by 15.

### AAFTE is defined as the Annual Average FTE.

- **For High School Classes:** AAFTE is the 10-month average of reported enrollment from September through June.
- **For Running Start College Classes:** AAFTE is the nine-month average of the 11 months of reported enrollment (October through August).

Note: AAFTE applies to the summer quarter. However, to determine the AAFTE available for the summer, staff must determine the AAFTE after the June count. Whatever remains under the 1.40 AAFTE limitation, would be available for the summer, up to a maximum of 10 credits.

**Example #1:** In this example, a student is enrolled in five high school classes that meet one hour every school day. Additionally, the student is enrolled in five college credits for the fall, winter, and spring quarter and the maximum allowed of 10 college credits for the summer quarter.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	AAFTE
High School FTE	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	-	-	0.90
College FTE	-	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.67	0.67	0.48
<b>Total</b>	0.90	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23	0.67	0.67	1.38

**Example #2:** In this example, a student is enrolled in four high school classes that meet one hour every school day. Additionally, the student is enrolled in 10 college credits for the fall, winter, and spring quarter.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	AAFTE
High School FTE	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	-	-	0.72
College FTE	-	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	-	-	0.67
<b>Total</b>	0.72	1.39	1.39	1.39	1.39	1.39	1.39	1.39	1.39	1.39	-	-	1.39

**Example #3:** When a student is claimed for more than a 1.40 FTE in December or January, they may be at risk of exceeding the 1.40 AAFTE. If the student is on track to exceed the 1.40 AAFTE, their available spring and summer quarter Running Start FTE will be reduced.

This example shows a student's spring quarter Running Start FTE reduced because they exceeded the 1.40 FTE in January prior to changing their high school and college enrollment for second semester.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	AAFTE
High School FTE	1.00	1.00	1.00	1.00	1.00	0.36	0.36	0.36	0.36	0.36	0.68
College FTE	-	0.33	0.33	0.33	1.00	1.00	1.00	0.80	0.80	0.80	0.71
<b>Total</b>	1.00	1.33	1.33	1.33	2.00	1.36	1.36	1.16	1.16	1.1	1.39

## Running Start Enrollment Verification Form (RSEVF)

For each college term, students interested in taking Running Start classes must consult with a high school counselor or designated official to complete the [RSEVF](#), available at the high school and college websites. The form calculates the available Running Start FTE based on enrolled high school and skill center FTEs, as applicable. This form must be completed each term for all Running Start students, including home-based and private school students enrolled in a public high school for the purpose of accessing Running Start funding for their college coursework.

For Running Start students enrolling in more than one college, a separate RSEVF must be completed for each college. High school or district staff must exercise careful attention to ensure that a student enrolled in multiple colleges does not exceed the 1.40 FTE limitation.

In the event a student makes any change to the high school, skill center, and/or college class schedule after the beginning of the college term, a new RSEVF must be completed. The high school counselor or other designated staff should check the "Check if this is a revision" box on the new RSEVF, reflecting the changes to Running Start FTE eligibility.

The student and parent/guardian, as well as high school and college officials, are required to sign the RSEVF acknowledging the 1.40 FTE limitation and the possibility of tuition being assessed if the FTE will be exceeded. School and district staff should work closely with families who have limited English proficiency and other communication barriers to ensure mutual understanding of the students' course choices and available FTE.

Additionally, by checking the box in the “Student & Parent/Guardian” section, the student and parent/guardian give permission for the high school and college to share the student’s academic records. This step is recommended to ensure grades and earned credits are accurately reflected on the high school transcript, but it is not required for participation. For students who are 18 years or older, a parent/guardian signature is not required. All signatures on the form must be clear and accurate.

Also included on the RSEVF is a Free and Reduced-Price Lunch (FRPL) verification field to ensure eligible students receive fee waivers and possibly book loans at the college. By selecting “Yes” and initialing the field, the high school counselor or other designated staff indicates for the college that the student’s fees should be waived in accordance with [Revised Code of Washington \(RCW\) 28A.600.310](#). Regarding student privacy, this statute also states that, “School districts, upon knowledge of a low-income student's enrollment in Running Start, must provide documentation of the student's low-income status, under (a) of this subsection, directly to institutions of higher education.”

Additionally, when the answer to the FRPL field is “Yes,” the student’s parent/guardian will provide their signature and date giving their permission to share the student’s FRPL eligibility status. Districts bear the responsibility of ensuring families with limited English proficiency or other communication barriers are provided with appropriate support services to assist in their understanding of this opportunity. Parent/guardian signatures are not required for students who are 18 years or older.

## RCW 28A.600.310

**“School districts, upon knowledge of a low-income student's enrollment in Running Start, must provide documentation of the student's low-income status, under (a) of this subsection, directly to institutions of higher education.”**

## 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 1.40 **combined** AAFTE. Specifically, this could occur for students who have been claimed for more than 1.40 FTE for December or January due to the overlapping of the high school and college terms. This form calculates the reduction of the student’s spring quarter eligibility and notifies parents/guardians, high schools, and colleges of this reduction. This form should be attached to the RSEVF for spring quarter, and a copy of the SQEAF must be attached to each college’s RSEVF.

## SUMMER QUARTER RUNNING START

As a result of WAC changes permanently opening summer quarter, the passage of SHB 1316 during the 2023 legislative session, and an “after-exit” funding proviso extending through 2024, summer quarter Running Start funds will be widely available in 2024 as described in Bulletin 057-23. The enrollment and reporting processes will differ depending on whether the student is graduating with 15 or fewer college credits remaining to earn an associate degree or continuing to access the Running Start program during their high school career.

## Class of 2024 Graduates Eligible for “After-Exit” Funding

Eligible seniors (see Bulletin 057-23) must complete an [“After-Exit Declaration of Intent”](#) form at the high school or LEA to verify graduation eligibility status, confirm they have met Running Start enrollment limits for the 2023–24 school year, and ensure the students’ high school enrollment continues until grades from the summer college term are received for transcription purposes. Students should be given a copy of this declaration form in the spring to provide to colleges to demonstrate their graduation status.

Community and technical colleges will be responsible for verifying that participating seniors are within 15 college credits of earning an associate degree and ensuring that students are enrolling in only the specific courses needed to complete an associate degree, up to a maximum of 15 college credits. Students who are enrolled in the summer quarter by the term’s add/drop deadline will generate funding based on the following per-credit amounts:

- \$131.65 for each non-vocational college credit
- \$144.17 for each vocational college credit

Colleges will report enrollment back to Office of Superintendent of Public Instruction (OSPI) using an Excel spreadsheet generated through ctcLink that will include each student’s name, their course information, and number of college credits. An example of this report is available [here](#). The report must be submitted by the colleges directly to Becky McLean ([becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)) at OSPI by August 13, 2024 with a completed [“After-Exit Proviso Assurances”](#) form. Enrollment reports must also be forwarded by the colleges to all associated LEAs by August 13, 2024, for transcription purposes and grades must be provided as soon as they are available.

OSPI will process these enrollment reports and allocate the proviso funding directly to the colleges in their August 2024 apportionment.

## Non-Graduating Students’ Summer Quarter Eligibility Under the 1.40 AAFTE Limit

School counselors and other designated staff will complete a separate Summer 2024 RSEVF for non-graduating students subject to AAFTE limitations. This 2024 summer quarter form will be available in early 2024. This form is used to determine student eligibility to enroll in the summer quarter, calculate available AAFTE capacity, record the college courses each student will enroll in, and indicate which high school credit requirements are satisfied by them.

Colleges will report their summer quarter enrollment based on a July and August count day on the monthly P223RS form to the student’s LEA. LEAs will report the summer quarter enrollment on a P223 for the months of July and August. LEAs are encouraged to report the summer quarter enrollment in the month the enrollment is received from the college, which will guarantee payment in the respective month’s apportionment.

LEAs will be able to retroactively report enrollment after August 15, 2024, and until November 25, 2024, however, payment will then be delayed until the January 2025 apportionment. LEAs are reminded that what they retain of Running Start funding may be used to support summer Running Start administration and staffing at the building or district level.



# Comprehensive Education Data And Research System (CEDARS) Reporting Requirements

To capture the additional credits and degree completion accomplishments made available through summer quarter Running Start, LEAs must ensure their student information systems accurately reflect and report the summer Running Start participation for students returning to high school in the fall and students who are graduating members of the Class of 2024. The following CEDARS reporting requirements will ensure that credits accrued, on-time graduation rates, and multi-diploma data are accurately gathered and reflected in each LEA's 2023–24 data report.

Participating Class of 2024 seniors who meet graduation requirements but intend to utilize the "after-exit" funds to complete an associate degree may not be submitted to CEDARS as exiting with a school withdrawal code of "Graduated" until after the summer Running Start term has been completed. For the seniors who earn an associate degree through participation in summer Running Start, they would be submitted as exited from the high school at or after the point at which final grades are received to ensure that an associate degree was earned and would be submitted with a school withdrawal code of "GM—Graduated with Multiple Diplomas."

If the students complete the summer Running Start quarter prior to the start of the next school year, they are the previous school year's graduates. In summer 2024, for instance, LEAs will need to ensure that the summer Running Start outcome data is submitted to CEDARS in a 2023–24 submission. LEAs may continue to submit data in a 2023–24 CEDARS submission even after the start of the 2024–25 school year. CEDARS allows for the ongoing submission of data for all school years. The district may enter transcribed credits in a 2023–2024 submission, exiting them in summer 2024 and transcribing the credits on their transcript as earned in summer 2024.

With respect to participating Class of 2024 seniors' transcripts, the resulting high school credits earned may not be posted on a transcript after the students' listed date of graduation. Consequently, the date of graduation may not be listed until after the end of the summer quarter. Transcribed college credits would be listed on the transcript under summer term 2024 and the college(s) attended would be listed under the schools attended section.

Districts need to be mindful that summer graduates' data is captured in their SIS and submitted to CEDARS prior to the close of the annual adjusted cohort graduation review. This window generally closes early- to mid-October. For any students who earn Running Start college credit over the summer, the courses would be transcribed to CEDARS in the same manner as 'regular school year' reporting, and these courses must be submitted in a 2023–24 submission.

While LEAs are not required to pend graduation for students, they are encouraged to do so if possible. Staff should meet with the small number of participating students, and their families, to ensure they understand that if a student wishes to be graduated prior to the completion of the summer Running Start term, the credits earned will not be transcribed to their high school transcript. The student will have the credits documented on their college transcript, but not on their high school transcript. Once a student has been graduated, received a diploma, been submitted to CEDARS as a graduate, and been issued a transcript, a district will not be able to update this information later.

Students and families must also be advised that final transcripts cannot be generated prior to the end of the summer quarter for students wishing to have their summer Running Start participation reflected. Students may provide colleges with unofficial transcripts and should be encouraged to explain the circumstances to the college Admissions Office. LEAs are encouraged to provide students and/or colleges with formal letters verifying the students' participation in summer quarter Running Start.

## Summer Staffing and Communication

As recent legislation has ensured the availability of summer Running Start in 2024 and beyond, high school and LEA leaders need to formulate a plan for serving students who wish to participate (including homeschool, private school, and transfer students) and communicating with the colleges in which they enroll. LEAs are expected to provide outreach, guidance, and enrollment support to students in advance of summer dismissal. Districts bear the responsibility to ensure families with limited English proficiency or other communication barriers are provided with appropriate support services to ensure their understanding of this opportunity.

Additionally, clear procedures and lines of communication are needed to ensure a prompt response to summer inquiries from students and postsecondary partners. Prior to the end of the school year, students, families, and colleges should be notified of who to contact for summer Running Start support and when it will be available.

While enrollment reporting may be done retroactively, LEAs are encouraged to submit P223 reports in July and August to ensure that funding is received via those months' apportionment. If LEAs lack staffing support to run the P223 over the summer, they can retroactively report summer enrollment. However, as previously stated, enrollment reports submitted between August 15, 2024, and November 25, 2024, will not be paid until January 2025. LEAs are reminded that Running Start funding retained by the district may be used to defer costs associated summer staffing and administrative support.

## REPORTING ENROLLMENT FOR STATE FUNDING

Colleges use the [P-223RS](#) form to report Running Start enrollment to LEAs from which students earn high school credit that then counts toward graduation. Enrollment definitions and instructions for completing the P-223RS are printed on the back of the P-223RS form. In turn, LEAs report the Running Start enrollment on their LEA electronic P223 form to OSPI.

Colleges may use an alternative form if the information required on the P-223RS is included, the form is signed by the authorized college official, and the form is acceptable to the LEA. For LEAs that do not require the student's grade information, the college is not required to provide this detail.

The P-223RS form is due to the LEAs Business Office on or before the eighth calendar day of each month, October through August. 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. The provisions of chapter [392-117 WAC](#), Timely Reporting, apply to state funding for Running Start. Reporting enrollment by the due date can mitigate risk of a reduction or delay of state apportionment payments to the LEA and, in turn, delayed payment to the college.

## Verification of Vocational Approval Required

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

## 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 the P-223RS form for audit. Audit findings and exceptions can result in recovery of state funding.

## RUNNING START FUNDING

The funding provided to LEAs is based upon the Running Start enrollments reported to OSPI. For the 2023–24 school year, the Running Start rates are:

- Nonvocational – \$9,555.02 per AAFTE
- Vocational – \$10,463.80 per AAFTE

LEAs may retain up to 7% of the funds generated by each full-time FTE. It is the legislature's intent that these retained funds are used to offset Running Start program-related costs to ensure access to the program.

## INFORMATION AND ASSISTANCE

For general questions regarding Running Start or College in the High School at the secondary level, please contact Tim McClain, OSPI Dual Credit Program Supervisor, at 201-341-2955 or email [tim.mcclain@k12.wa.us](mailto:tim.mcclain@k12.wa.us).

For fiscal and enrollment reporting questions, contact Becky McLean, OSPI Enrollment Reporting Program Manager, at 360-725-6306 or email [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us).

For CEDARS questions, contact Student Information using the [AskSI@k12.wa.us](mailto:AskSI@k12.wa.us) email inbox. The OSPI TTY number is 360-664-3631.

To receive email updates on dual credit and related topics, sign up for OSPI's Dual Credit Updates GovDelivery listserv by visiting [this site](#) and selecting "Dual Credit Updates" under the "General Topics" drop-down menu.

Questions pertaining to the community and technical colleges may be directed to Jamie Traugott, Director of Dual Credit & K–12 Alignment, at [jtraugott@sbctc.edu](mailto:jtraugott@sbctc.edu).

Questions pertaining to the public, four-year institutions may be directed to Julie Garver, Director of Policy & Academic Affairs, at [jgarver@councilofpresidents.org](mailto:jgarver@councilofpresidents.org).

Bulletin 057-23 on legislative changes to Running Start and Bulletin 057-23 on enrollment reporting and funding are also available on the [Bulletins](#) page of the OSPI website.

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