



SUPERINTENDENT OF PUBLIC INSTRUCTION

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

August 11, 2014

(X) Action Required

(X) Informational

MEMORANDUM NO. 041-14M 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

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

RE: Running Start Enrollment Reporting for 2014–15 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 pursuant to RCW 28A.600.385.

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

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Changes This Year

With the emergence of colleges offering Running Start classes in the high school setting, changes to Running Start enrollment reporting are required to ensure that the full-time equivalent (FTE) is reported consistently and that a student's combined 1.20 FTE Running Start enrollment is not exceeded. These changes are:

A. September Count Day for Running Start in the High School Setting

Beginning in the 2014–15 school year, Running Start classes offered in the high school setting must follow the high school schedule. Students enrolled in these classes at the beginning of the school year will be counted for September. The September count day is the fourth instructional day of that month. For the remaining months, October through June, the monthly count day will be the first instructional day for each month.

For Running Start classes offered at the college campus, the count days will continue to be the first instructional day for the nine months, October through June.

B. Change in Running Start FTE Calculation

Beginning in the 2014–15 school year, Running Start FTE will be calculated based on the actual enrolled credits, as well as the number of months the class is offered. The FTE formula will be:

$$(\# \text{ of enrolled credits} \div 15) \times (3 \div \# \text{ of months class is offered})$$

Example #1: A 5-credit class offered over a high school semester that begins in September and ends late January and counted for five months would be 0.20 FTE or $((5 \div 15) \times (3 \div 5))$.

Example #2: A 5-credit class offered over a school year and counted for ten months would be 0.10 FTE or $((5 \div 15) \times (3 \div 10))$.

Example #3: A 5-credit class offered over a college quarter and counted for three months would be 0.33 FTE or $((5 \div 15) \times (3 \div 3))$.

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C. Change to Running Start Annual Average FTE (AAFTE) Calculation

With the addition of the September count day for Running Start enrollment offered in the high school setting, the AAFTE for these classes will be a ten-month average for the months, September through June. The AAFTE for Running Start enrollment offered at the college campus will remain a nine-month average for the months, October through June.

D. Changes to Forms P-223RS and P-223

Beginning in the 2014–15 school year, colleges will report the FTE for their Running Start in the high school setting classes separately on Form P-223RS. Accordingly, Form P-223 completed by districts will have separate fields for reporting Running Start FTE that is offered at the college campus and Running Start FTE offered in the high school setting.

There will not be separate fields for districts to report their Running Start headcount and Running Start Only headcount. Colleges and districts should report all their Running Start headcounts in the available fields regardless of the location of the Running Start class.

For more information on Running Start programs offered in the high school setting, refer to Bulletin No. 028-14 dated June 5, 2014.

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 quarters and high school semesters 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.

The Running Start Enrollment Verification form (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 at 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 <http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/RunningStart.aspx>.

For further guidance, see Bulletin No. 044-14 dated August 11, 2014.

Funding

The funding provided to school districts is based upon the Running Start enrollments reported to OSPI. Funding for Running Start students is provided at the rate of **\$5,755.84** per nonvocational AAFTE and **\$6,097.56** per vocational AAFTE. School districts may retain up to seven percent of allocations to offset Running Start program-related costs.

Form Due Dates

Form P-223RS is due to school districts on or before the eighth calendar day of each month, September through June. A September Form P-223RS is only required for colleges offering Running Start classes in the high school setting and for Washington State University Running Start students. Refer to WAC 392-169-105 for detailed reporting requirements.

Colleges and participating universities submit a completed Form P-223RS to the school district 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 of a school district to report to the ESD by the due date can result in reduction or delay of state apportionment payments to the district. This, in turn, may delay payment by school districts 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 at <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. School districts 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 at <http://www.k12.wa.us/careerTechEd/courseapproval.aspx> or the State Board for Community and Technical College's website at <http://www.sbctc.edu/college/e-wkforceproftechprograms.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 at <http://www.k12.wa.us/safs/INS/ENR/1415/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 school district. Faxed reports are permitted if acceptable to the school district.

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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 Mike Hubert at (360) 725-0415 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/>.

K-12 FINANCIAL RESOURCES

JoLynn Berge
Chief Financial Officer

SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

T.J. Kelly
Director

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 or identity, the presence of any sensory, mental, or physical 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 or P.O. Box 47200 Olympia, WA 98504-7200