

Returning Home-Based Running Start Packet

Instructions for Completing Enrollment Forms

****Please Note – Google Chrome will not work to complete the forms****

Use Internet Explorer, Microsoft Edge or Firefox browser to complete the forms

1. Download and SAVE AS the documents to your device
 - a. Name your document: First Name.Last Name.RunningStart
Example- Jane.smith.runningstart
2. Open the saved document
3. Complete all the enrollment forms
4. Sign forms using adobe digital signature. You will be prompted to save the document after each signature.
5. Review forms to make sure you did not miss anything
6. Once you have completed the packet, click the submit button below this will create an email with the form attached to our enrollment specialist for processing.
7. Include the following in the email-
 - a. Subject line: Returning Running 2020-21 School Year
 - b. Body of the email: Include student name, grade & address

Returning Running Start Forms Checklist:

Running Start Participation Form

Declaration of Intent to Provide Home Based Education

Military Affiliation Form

Student Housing Questionnaire

Running Start Enrollment Verification Form



Kent School District No. 415

Information Require for Running Start Participation By Students Receiving Home-Based Instruction

Date: _____ School Year: _____

Student's Legal Name: _____ Birthdate: _____

Parent/Guardian Name: _____ Phone #: _____

Address: _____

City: _____ Zip Code: _____ Boundary High School: _____

Please check the applicable boxes below:

My home-base instruction student plans to pursue qualification for a high school diploma from the Kent School District.

My home-based instruction student **will not** be pursuing a high school diplomas from the Kent School District.

I understand that the Running Start opportunity is only available for six quarters (Fall, Winter, Spring- Grades 11 & 12)

As the primary parent education under RCW 28A.200.020 and RCW 28A.600.330, I have determined that my student has attained:

11th grade status, and may not enroll for post secondary credit for more than the equivalent of course work for two academic years, **or** 12th grade status, and may not enroll for post secondary credit for more then the equivalent of course work for one academic year.

I have copies of my signed Declaration of Intent to Provide Home-Based Instruction for the current and previous schools years on file in Student and Family Support Services, Kent School District.

MISSION

Successfully Preparing All Students for Their Futures

Administration Center

12033 SE 256th Street
Kent, WA 98030-6503
(253) 373-7000
www.kent.k12.wa.us



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Reference: RCW 28A.600.310 and WAC 392-169

Signed: _____ Date: _____
Parent/Guardian

Signed: _____ Date: _____
Student

Signed: _____ Date: _____
School Official

Copies: High School- original, Parent/Guardian, Student and Family Support Services



School Year

Declaration of Intent to Provide Home-Based Instruction

A Parent who intends to cause his/her child or children to receive homebased instruction in lieu of attendance or enrollment in a public school, approved private school, or an extension program of an approved private school, must file an annual declaration of intent to do so in the format prescribed below:

I do hereby declare that I am the parent, guardian, or legal custodian of the child(ren) listed below, and that said child(ren) is (are) between the ages of eight and eighteen and as such are subject to the requirements found in Chapter 28A.225 RCW, Compulsory Attendance; I intent to cause said child(ren) to receive home-based instruction as specified in RCW 28A.225.010(4); and if a certificated person will be supervising the instruction, I have indicated this by checking the appropriate space.

<u>Child(ren)'s Names:</u>			<u>Birthdate:</u>
Last	First	Middle	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The home-based instruction will be supervised by a person certificated in Washington State pursuant to Chapter 28A.410 RCW.

_____	_____
Signature	Date

Street Address	
_____	_____
City	Zip Code

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This statement must be filed annually by September 15 or within two weeks of the beginning of any public school quarter, trimester, or semester with the superintendent of the public school district within which the parent resides.
Return completed form to Student and Family Support Services.



Dear Parent or Guardian,

The state legislature has passed a law requiring Washington State public schools to collect information on **active military affiliation of legal guardians (Bill 5163)**.

The purpose of this data collection is to allow educators and policymakers to monitor critical elements of education success, including academic progress and proficiency, special and advanced program participation. Reliable information about student performance will assist educators in more effectively transitioning students to a new school and enable districts to discover and implement best practices.

Please fill in the following information and return to your student’s school.

Date: _____

Student Name: _____ School: _____

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Please check appropriate affiliation below:

U.S. Armed Forces active duty

National Guard member

More than one member of Armed Forces/National Guard

No affiliation/other: _____

U.S. Armed Forces reserves

No response/refused to state

If you have questions, please contact Student Services at (253) 373-7235.

Sincerely,

Randy Heath
Executive Director
Student and Family Support Services



Student Housing Questionnaire



If you **own or pay rent for your home or apartment**, you do not need to complete this form.

The answers to the following questions can help determine the services your student may be eligible to receive under the McKinney-Vento Act 42 U.S.C. 11435. The McKinney-Vento Act provides services and supports for children and youth experiencing homelessness. (Please see reverse side for more information)

If you **do not** own or pay rent for your home or apartment, please **check all that apply** below for your current housing situation: (Return completed form to your student's school).

- In a motel
- In a shelter
- Moving from place to place
- In someone else's house or apartment with another family
- In a residence with inadequate facilities (no water, heat, electricity, etc.)
- A car, park, campsite, or similar location
- Transitional Housing
- Other _____

If you are living in **shared** housing, please check all the following reasons that apply:

- Loss of housing
- Economic situation
- Provide care for a family member
- Loss of employment
- Temporarily waiting for house or apartment
- Living with boyfriend/girlfriend
- Parent/guardian is deployed
- Other, please explain: _____

List all students living with you:				
Name	Student ID #	Grade	Age	School

- Student is unaccompanied (not living with a parent or legal guardian)
- Student is living with a parent or legal guardian

ADDRESS OF CURRENT RESIDENCE: _____

PHONE NUMBER: _____ Email: _____

Print name of parent(s)/legal guardian(s): _____
(Or unaccompanied youth)

*Signature of parent/legal guardian: _____ Date: _____
(Or unaccompanied youth)

*I declare under penalty of perjury under the laws of the State of Washington that the information provided here is true and correct.

Please return completed form to your student's school.

SEC. 725. DEFINITIONS.

For purposes of this subtitle:

(1) The terms enroll' and enrollment' include attending classes and participating fully in school activities.

(2) The term homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

(6) The term unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

Additional Resources

Parent information and resources can be found at the following:

http://center.serve.org/nche/ibt/parent_res.php

<http://naehcy.org/educational-resources/naehcy-publications>

Lori Madeo, Kent School District McKinney-Vento liaison
253-373-7512

Lori.madeo@kent.k12.wa.us



Running Start Enrollment Verification Form

Student	Student Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last Name First Name MI </div>	<input type="checkbox"/> Check if this is a revision
	Home Phone: _____ Cell Phone: _____	<input type="checkbox"/> New Student <input type="checkbox"/> Returning Student <input type="checkbox"/> Student Enrolled in Multiple Colleges
	Email Address: _____ SSID#: _____	<input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached
	Responsible Parent/Guardian: _____ College: _____ College SID #: _____	

High School Counselor & Running Start Advisor/Rep	Free and Reduced-Price Lunch (FRPL) Status Students who are FRPL eligible receive tuition and fee waivers from the college. Is the student currently eligible for FRPL? <input type="checkbox"/> Yes <input type="checkbox"/> No HS Counselor Initials: _____	
	The parent or guardian signature below provides permission to share FRPL eligibility status only with the Running Start college for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect the student's eligibility for access to Running Start or free and reduced-price meals or free milk. The individuals and programs receiving the information will not share the information with any other entity or program.	
	Parent/Guardian Signature: _____ Date: _____ School Yr: _____ College Term: <input type="checkbox"/> College Quarter <input type="checkbox"/> College Semester <div style="text-align: center; font-size: small;">Fall, Winter, Spring Qtr. / 1st or 2nd sem.</div>	
	High School: _____ District: _____ Grade Level: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> 5th Yr Senior ^o	
	For the college term ^a above, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE). Student may register for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE.	
	Recommended Running Start Classes:	

Running Start Funding Limit Table			
Enrolled High School		Available College	
Weekly Minutes *	FTE	Max Allowed FTE	Max Credits
0 - 341	0.00 - 0.20	1.00	15
342 - 457	0.21 - 0.27	0.93	14
458 - 557	0.28 - 0.33	0.87	13
558 - 674	0.34 - 0.40	0.80	12
675 - 790	0.41 - 0.47	0.73	11
791 - 890	0.48 - 0.53	0.67	10
891 - 1,007	0.54 - 0.60	0.60	10 ⊗
1,008 - 1,123	0.61 - 0.67	0.53	8
1,124 - 1,223	0.68 - 0.73	0.47	7
1,224 - 1,340	0.74 - 0.80	0.40	6
1,341 - 1,456	0.81 - 0.87	0.33	5
1,457 - 1,556	0.88 - 0.93	0.27	4
1,557 or more	0.94 - 1.00	0.20	3

College Course (Dept. & Number)	# of College Credits	=	High School Equivalency	# of HS Credits
		=		
		=		
		=		
		=		

Signature of High School Counselor	Date	Signature of College Running Start Advisor/Rep	Date
High School Counselor Printed Name	Phone Number	College Running Start Advisor/Rep Printed Name	Phone Number

Student & Parent/Guardian	I understand that: <ul style="list-style-type: none"> The student is responsible for understanding when his or her choice of schedule will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start State Funding Limit Table, the student is responsible for: <ol style="list-style-type: none"> 1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or 2) withdrawing from the excess college or high school course(s). The student is required to pay any class/lab fees charged for college classes. Enrollment in specific college classes cannot be guaranteed – even if the classes are needed to fulfill high school graduation requirements. If the student begins Running Start in winter or spring term, eligibility for the previous term(s) that year is forfeited. To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor. The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements. If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer. The student and parent's signatures below provide permission for the high school and college to share the Running Start student's academic records, which can include the student's grades, billing, registration, and attendance records regardless of whether FERPA rights belong to the student or parents. See the FERPA statement on the back of this form. After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office. I acknowledge that I have read, understand, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.			
	Student Signature (REQUIRED)	Date	Parent/Guardian Signature (REQUIRED)	Date

Key

- * Weekly Minutes based on high school bell schedule.
- ⊗ For community and technical colleges only, students qualifying for 0.60 FTE college enrollment and registered for exactly 10 credits, will be granted a 1 credit waiver for the 10th credit. For four-year baccalaureate colleges, students who qualify for 0.60 FTE may only register for 9 credits.
- A student enrolled in both high school and skill center classes and claimed for more than a combined 1.0 FTE qualifies for 0.20 Running Start FTE. When a student is enrolled in both the high school and skill center and taking less than 1.0 FTE, the standard Running Start calculation applies.
- Δ For the fall college quarter and students enrolled in a high school with a trimester schedule, use the student's first trimester schedule. For the winter college quarter and students enrolled in a high school with a semester schedule, use the student's second semester schedule.
- Available for meeting district, charter school, or tribal compact school's graduation requirements only (WAC 392-169-055(4)).

PURPOSE: The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.20 full-time equivalent (FTE) limitation. This form provides the college the FTE available for Running Start enrollment, provides the high school with the enrolled colleges classes, and notifies the student and their parents/guardians if tuition charges will occur.

The RSEVF is required to be completed each college term for each student enrolling in college classes through the Running Start program, including home-based and private school students. Students attending more than one college for any college term are required to have a separate RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right hand corner of the RSEVF must be checked.

If the student's high school or college enrollment changes during the college term, a revised RSEVF must be completed and the appropriate box in the upper right hand corner of the RSEVF must be checked.

FTE AND ANNUAL AVERAGE FTE (AAFTE) LIMITATIONS: 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. Neither the high school nor college enrollment can individually exceed 1.00 FTE, except for students enrolled in a high school and skill center.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student's combined high school and skill center enrollment is less than 1.0 FTE, the standard Running Start calculation applies.

This 1.20 FTE limitation applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.20 AAFTE for the school year. High school and skill center AAFTE is the 10-month average of the FTE reported for the months September through June. Running Start AAFTE is the 9-month average of the FTE reported for the months October through June.

Students that exceed the 1.20 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

EXCEPTIONS WHEN STUDENT'S MONTHLY FTE CAN EXCEED 1.20: For high schools on a trimester calendar, when the high school second trimester and the college fall quarter overlaps in December, a Running Start student can be claimed for more than a 1.20 FTE for the month of December only. When planning for the fall college quarter, counselors should use the first trimester to determine the available FTE for fall quarter.

For high schools on a semester calendar, when the high school first semester and the college winter quarter overlaps in January, a Running Start student can be claimed for more than a 1.20 FTE for the month of January only. When planning for the winter college quarter, counselors should use the second semester to determine the available FTE for winter quarter.

When a student who is claimed for more than a 1.20 FTE in either the month of December or January for the reasons above, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.20 AAFTE and will calculate the reduced available FTE for the spring quarter. For students whose spring quarter available FTE is reduced, a completed SQEAF must be attached to the spring quarter RSEVF and the appropriate box in the upper right hand corner of the RSEVF must be checked. Students attending more than one college for the spring quarter must have the SQEAF attached to each college's RSEVF.

For more information refer to the annual bulletin regarding the 1.20 Running Start FTE limitation.

FERPA STATEMENT: The Family Educational Rights and Privacy Act of 1974 provides that FERPA rights transfer from the parent to a student who is at least 18 and/or who has enrolled in a college, even while still enrolled in high school. Students 18 and older and/or who have enrolled at a college must give permission in writing to the college in which they have enrolled in Running Start classes for another individual to speak to the college staff about their Running Start academic records, which could include grades, billing, attendance, and registration records.

INSTRUCTIONS FOR COMPLETING THE RSEVF

STUDENT SECTION: The RSEVF begins with the student completing the first section of the form. Students who are under the age of 18 at the beginning of the college term, must provide their parent/guardian information. The student's high school student identification number (SSID) is available at the high school guidance office. If the student does not know their college student identification number (SID), refer to earlier completed RSEVFs. If the student is new to the program, the college SID is available on the processed college application.

HIGH SCHOOL COUNSELOR & RUNNING START ADVISOR/REP SECTION:

The high school counselor and Running Start advisor or representative complete this section.

Free and Reduced-Price Lunch (FRPL) Status: The high school counselor would check the appropriate box indicating if the student is eligible for FRPL. The counselor will initial – certifying the accuracy of this statement and the parent/guardian will provide their signature and date when the answer is “Yes.”

School Year: Indicate the school year during which courses will be taken.

College Term: Select the college term that the student will be enrolling in. For colleges on a quarter calendar, indicate which quarter – Fall, Winter, or Spring. For colleges on a semester calendar, indicate which semester – 1st or 2nd.

High School and School District: Fill in the student's primary high school and resident school district. If the student is enrolled in a charter school or tribal compact school, leave “School District” field blank.

Grade Level: Indicate the student's grade level. Students in 11th and 12th grade are eligible to enroll in a Running Start program. Fifth year seniors are limited to only taking Running Start classes that will fulfill the student's district, charter school, or tribal compact school's graduation requirements only, pursuant to WAC 392-169-055(4) and must have participated in Running Start during their 11th or 12th grade year.

Determining the Student's High School FTE: FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. One thousand, six hundred and sixty five (1,665) weekly minutes equal 1.0 FTE. Refer to the high school and skill center master bell schedule available at the registrar or business administration office for the exact weekly minutes and the FTE for each class. Add the FTE for each enrolled class to determine the student's total high school and skill center FTE.

Determining the Student's Available Running Start FTE: Running Start FTE is based on the enrolled college credits. Fifteen college credits equal 1.0 FTE. Use the Running Start Funding Limit Table on the front page to determine a student's available Running Start FTE. Find the row with the student's high school and skill center FTE. Refer to the Max FTE column to determine a student's maximum Running Start FTE. The Max Credits column converts the maximum Running Start FTE to Running Start credits.

Recommended Running Start Classes: The student, with the help of the high school counselor and Running Start advisor or representative, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section is completed by the high school counselor.

Signatures of High School Counselor and Running Start Advisor or Representative: Both the high school counselor and Running Start advisor/representative should review the form for accuracy, enter their printed name, date, phone number, and signature.

STUDENT & PARENT/GUARDIAN SECTION: The student and parents should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form. Students 18 and older are not required to have provided a parent signature.

DISTRIBUTION OF RSEVF AND RECORDS RETENTION: Copies of the completed form should be retained by both the high school and college. The original form is kept by the student and their parent or guardian.



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