**March 20, 2020**

**To**: Washington Association of Community and Technical Colleges (WACTC)

Instruction Commission (IC)

 Washington State Student Services Commission (WSSSC)

 Office of Superintendent of Public Instruction (OSPI)

 Council of Presidents (COP)

**From:** Carli Schiffner, PhD, Deputy Executive Director for Education, SBCTC

**RE:**  Running Start Guidance, COVID 19 Impact

Due to recent K-12 facility closures and higher education institutions moving to mostly online formats, this memorandum serves as guidance for colleges who offer Running Start programs to ensure all Running Start students are enrolled and accounted for during these challenging times.

This recommended guidance has been reviewed by IC membership, WSSSC membership, college personnel who oversee concurrent enrollment, leadership from Office of the Superintendent of Public Instruction, Council of Presidents, and SBCTC Education Division leadership. We appreciate the collaborative nature in which this proposal was derived. This is in effect until further notice.

1. Colleges enroll current Running Start students without Running Start Enrollment Verification Forms (RSEVF) for spring quarter.
2. For April, the Running Start count day will be the college’s 1st instructional day. If a college delays the start of the Spring Quarter but it is still within April, that first day back would be the count day. In typical times, the P223RS form is due to the district by the 8th calendar day of the month. However, since the earliest date that district would have an April count would be the 27th, colleges should submit their form after their April count day.
3. For any programs that are still running (i.e., Running Start) during the COVID19 K-12 facility closure period, districts can continue to keep a record of this actual FTE for potential reporting into the P223 at a later date. However, for funding, apportionment OSPI will be using calculated amounts for ALL programs until school districts reopen. At that time, OSPI will reassess. See OSPI Bulletin [019-20](https://www.k12.wa.us/sites/default/files/public/bulletinsmemos/bulletins2020/B019-20.pdf) for more information on this.
4. To help expedite the collection of RSEVFs while colleges and schools are operating at a limited capacity, it is recommended that each school district and individual high school establish a point of contact in which RSEVFs can be verified and signed off on. Allow for initial verification process to be completed by email verification with school district officials, followed with actual RSEVFs during spring quarter.
5. To keep in compliance with social distancing, RSEVFs can be signed and received electronically. There is no legal requirement that prohibits colleges from using digital signatures on enrollment verification forms. However, colleges are responsible for ensuring the validity and authenticity of any electronic signatures used (RCW 19.34.310).
6. Colleges and High Schools/Districts must ensure appropriate staff coverage is available to track and process RSEVFs.
7. Delay drop for non-payment procedures until all RSEVFs have been processed and Running Start students have been properly coded. This will avoid unintentional enrollment drops of Running Start students.
8. Districts and colleges coordinate messaging to provide Running Start eligible students with information on modified spring quarter enrollment processes.
9. Districts and colleges coordinate messaging to provide high school seniors with enrollment information and support for completion of core high school graduation requirments through Running Start.
10. Ensure communication and supports are intentionally created and delivered to support access by low-income and underrepresented populations.