**SBCTC guidance to accompany OSPI Summer Running Start 2022 Bulletin**

1. Notify and meet with Registration/Enrollment and Billing/Finance departments to determine:
	1. How to label and track students for enrollment and billing purposes (i.e. using a Service Indicator)
	2. Review SQRSF Excel spreadsheet that OPSI will be using to determine payment in August apportionment
2. Identify RS students that can benefit from this Summer Quarter funding
	1. Identify RS students that are 15 credits away from completing any associates degree
		1. Communicate this opportunity to them
		2. Assist them in enrolling in the remaining courses needed for degree completion
		3. Notify high schools of their enrollment
	2. Identify RS students that were previously enrolled full time (i.e. 15 credits or more)
		1. Communicate this opportunity to them
		2. Request that they meet with their high school ASAP to determine eligibility
		3. Once confirmed with high school through the SQRSF spreadsheet-assist students in enrollment
3. Complete the college portion of the SQRSF by providing the number of college credits for each eligible student.
	1. High schools will be sending report to the college. If you haven’t heard from the high school-contact them directly (see contacts below).
	2. Submit the finalized SQRSF spreadsheet to OSPI at SummerRS@k12.wa.us no later than July 31, 2022 in order to **receive funding** for the summer term in August apportionment.
4. Submit summer grades to high school when grades are available in August, 2022.

**Questions?**

**SBCTC Contact**

Christine McMullin, Policy Associate for Student Services cmcmullin@sbctc.edu

**OSPI Contact**

For general questions regarding the 2022 Summer Quarter Running Start process, contact Tim McClain, Dual Credit Program Supervisor, at 201-341-2955 or email tim.mcclain@k12.wa.us.

For fiscal AAFTE impact questions, contact Becky McLean, Enrollment Reporting Program Supervisor, at 360-725-6306 or email becky.mclean@k12.wa.us.