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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

[k12.wa.us](http://k12.wa.us)

May 18, 2023

( ) Action Required

(X) Informational

## BULLETIN NO. 027-23 SECONDARY EDUCATION AND PATHWAY PREPARATION

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School Building Principals  
School Counselors  
Public Charter Schools  
Tribal Compact Schools  
Community and Technical College Presidents  
Community and Technical College Business Officers  
Community and Technical College Running Start Administrators  
State Board of Community and Technical Colleges  
Washington Student Achievement Council  
Public Baccalaureate Institution Presidents  
Public Baccalaureate Institution Enrollment Vice Presidents  
Public Baccalaureate Institution Running Start Administrators  
Council of Presidents  
Independent Colleges of Washington

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Summer Quarter Running Start for Current Students, Including Class of 2023  
Graduates

CONTACT: Tim McClain, Dual Credit Program Supervisor  
201-341-2955, [tim.mcclain@k12.wa.us](mailto:tim.mcclain@k12.wa.us)

### PURPOSE/BACKGROUND

Through revisions to Washington Administrative Code (WAC) chapters 392-121 and 392-169 to open summer quarter Running Start at all participating institutions of higher education (IHE), and additional funding appropriated by the legislature, the expansion of Running Start into the summer term is intended to:

- Increase students' ability to access Running Start and complete an associate degree while in high school.

- Facilitate high school credit recovery for Running Start students.
- Increase flexibility in students' course scheduling.
- Ensure students can take full advantage of the current 1.2 average annual full-time equivalent (AAFTE) available through Running Start by participating in the summer months.

## REQUIREMENTS FOR ELIGIBILITY AND ACCESS

The 2023 summer quarter Running Start opportunity is available at all postsecondary institutions offering Running Start for 11th grade students who will be considered 12th grade students in fall 2023 ("rising seniors") and non-graduating 12th grade students with available AAFTE capacity under the existing 1.2 AAFTE limit.

*At community and technical colleges only*, graduating 12th grade students who met their Running Start enrollment limits and are within 15 credits of earning an associate degree may participate in summer Running Start solely to complete their degree.

The chart below is intended to clarify the following:

- Student eligibility.
- Course eligibility and postsecondary credit limits.
- The process by which participating students should be enrolled and reported.

### Summer 2023 Running Start Options and Eligibility

Authorization	Eligible Students	Summer Course Availability	Enrollment and Reporting Process
Proposed WAC rule changes to permanently expand access to summer quarter Running Start.	Non-graduating 11th and 12th grade students who have not reached the combined 1.2 AAFTE limit and the 1.0 AAFTE limit at the IHE in the 2022–23 school year.	Only as many postsecondary credits as available under the 1.2 combined AAFTE and the 1.0 IHE AAFTE limits.	<p>Students complete a <a href="#">summer Running Start Enrollment Verification Form (RSEVF)</a>.</p> <p>IHEs will claim student enrollment on the P223RS form based on a July and August count day.</p> <p>Local education agencies (LEA) will report summer enrollment in July and August through the P223 process.</p>

Authorization	Eligible Students	Summer Course Availability	Enrollment and Reporting Process
<p>"After-Exit" Summer Running Start proviso for community and technical college enrollment.</p>	<p>Graduating 12th grade students who reached Running Start FTE limits during the 2022–23 school year, are within 15 college credits of an associate degree, and enroll in a community or technical college for summer quarter only.</p>	<p>Only the specific courses required to complete an associate degree, up to a maximum of 15 college credits.</p>	<p>Graduating seniors must complete an <a href="#">"After-Exit Declaration of Intent"</a> form at the high school or LEA to verify graduation status and ensure the students' high school enrollment continues until grades from the summer college term are received for transcription purposes.</p> <p>Colleges will verify the students' eligibility prior to enrollment and complete the <a href="#">"After-Exit Running Start Proviso Assurances"</a>. Colleges also must report enrollment directly to the Office of Superintendent of Public Instruction (OSPI) by August 11, 2023, using an Excel spreadsheet generated through ctcLink. The report must be submitted with the <a href="#">"After-Exit Running Start Proviso Assurances"</a> form. Funding will be directed to the colleges in their August 2023 apportionment.</p>

**Important Note:** Courses taken through Running Start in the 2023 summer quarter will have no impact on the student's ability to access a full-time Running Start course load for the 2023–24 school year.

## ENROLLMENT REPORTING PROCESS

### Summer Running Start for Non-Graduating 11th or 12th Grade Students with Available AAFTE Capacity

School counselors and other designated staff will complete the [Summer 2023 Running Start Enrollment Verification Form](#), a new variation of the (RSEVF) developed by OSPI in collaboration with the State Board for Community and Technical Colleges (SBCTC) and Council of Presidents. 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.

Institutions of higher education (IHE) will report their summer quarter enrollment based on a July and August count day on the monthly P223RS form to the student's local education agency

(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 16, 2023, and until November 22, 2023, however, payment will then be delayed until the January 2024 apportionment. LEAs are reminded that they retain 7% of the Running Start funding, which can be used to support summer Running Start administration and staffing.

### **"After-Exit" Summer Running Start for Graduating 12th Grade Students Within Fifteen College Credits of an Associate Degree at Community and Technical Colleges**

Eligible seniors 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 2022–23 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 form 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:

- \$128.71 for each non-vocational college credit
- \$141.69 for each vocational college credit

Colleges will report enrollment back to OSPI using an Excel spreadsheet generated through ctcLink. The report must be submitted directly to Becky McLean ([becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)) at OSPI by August 11, 2023 with a completed ["After-Exit Proviso Assurances"](#) form. Enrollment reports must also be forwarded to all associated LEAs by August 11, 2023, for transcription purposes. For each student, colleges must include student and course information and the number of college credits for each course in which the student was enrolled.

OSPI will process these enrollment reports and allocate the funding directly to the colleges in their August 2023 apportionment.

## **COMPREHENSIVE EDUCATION DATA AND RESEARCH SYSTEM (CEDARS) REPORTING REQUIREMENTS**

To capture the additional credits and degree completion accomplishments made available through this opportunity, LEAs must ensure their student information systems accurately reflect and report the summer Running Start participation for both students planning to return to high school in the fall and those students who are graduating members of the Class of 2023. 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 2022–23 data report.

Participating Class of 2023 seniors who intend to graduate 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 as a result of their summer Running Start participation, the student would be submitted as exited from the high school on or after the final day of summer quarter and would be submitted with a school withdrawal code of "GM—Graduated with Multiple Diplomas."

With respect to participating Class of 2023 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 2023 and the college(s) attended would be listed under the schools attended section.

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 2022–23 submission.

## **SUMMER STAFFING AND COMMUNICATION**

As recent legislation has ensured the availability of summer Running Start in 2023 and beyond, it is incumbent upon high school and LEA leaders to formulate a plan for serving students who wish to participate and communicating with the institutions of higher education in which they enroll. LEAs are expected to provide outreach, guidance, and enrollment support to students in advance of summer dismissal. Additionally, procedures and lines of communication are needed to ensure a prompt response to summer inquiries from students and postsecondary partners. Students, families, and institutions of higher education 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 16, 2023, and November 22, 2023, will not be paid until January 2024. LEAs are reminded that the 7% of Running Start funding retained may be used to defer costs associated summer staffing and administrative support.

## RECOMMENDATIONS

1. Confirm which students are eligible for summer Running Start courses.
2. In collaboration with postsecondary partners, formulate a summer communication and registration plan.
3. Communicate with eligible students about the possibility of summer options and confirm who is interested.
4. Support students with completing the enrollment process, including students currently engaged in a private or homeschool educational experience who need assistance.
5. Ensure appropriate staff know which graduates to keep enrolled for the summer.
6. Inform families about available summer staff and communication channels for eligible students, including those in your service area currently engaged in a private or homeschool educational experience who may need support when building staff are on leave.

## INFORMATION AND ASSISTANCE

For general questions regarding the 2023 summer quarter Running Start process, please contact Tim McClain, 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, 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.

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).

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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Deputy Superintendent

Rebecca Wallace  
Assistant Superintendent  
Secondary Education and Pathway Preparation

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Kim Reykdal

Director

Graduation and Pathway Preparation

CR:tpm

Attachment(s): Summer 2023 RSEVF; After-Exit Running Start Declaration of Intent; After-Exit Proviso Assurances

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