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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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BULLETIN NO. 057-23 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: Dual Credit Update, Including 2023 Legislative Changes to Running Start and College in the High School and Test Fee Subsidy Information

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

PURPOSE/BACKGROUND

In 2023 the legislature passed two bills and one budget proviso to expand access to ensure equitable participation in two of the state's dual credit programs: Running Start and College in the High School (CiHS). Concerning Running Start, [Substitute House Bill \(SHB\) 1316](#) increased the combined monthly full-time equivalent (FTE) and annual average FTE (AAFTE) enrollment limit from 1.20 to 1.40 and directed OSPI to adopt rules to allow participation in Running Start during the summer term. An "after-exit" Running Start proviso was also included in the state budget to permit eligible graduating students to participate in summer quarter Running Start

to complete their associate degree. [Substitute Senate Bill \(SSB\) 5048](#) removed CiHS fees for students attending a public high school or charter school by establishing a state funding structure to directly fund public institutions of higher education (IHEs) offering CiHS courses.

These policy changes represent the most significant change to dual credit programs since 2015. This bulletin provides an overview of the new legislation and this year’s test fee subsidies. The attachments include relevant forms and resources that may help local education agencies (LEAs) and IHEs develop new policies and/or implement new processes. Updated frequently asked questions (FAQ) documents for each program will address legislative changes included herein and will be available on the [OSPI Dual Credit website](#) in late-August or early-September.

RUNNING START

Substitute House Bill 1316

SHB 1316 increases the existing 1.20 monthly combined FTE and AAFTE limitation for Running Start students to 1.40 FTE and AAFTE and, in tandem with rule changes enacted in June 2023, opens the summer quarter for Running Start students with available FTE to enroll in a maximum of 10 credits. Proposed rule changes will also allow students completing the 10th grade (“rising juniors”) to begin Running Start in the summer before their 11th grade school year. Students now have additional flexibility to participate in Running Start both during the standard academic year and the summer quarter at a community or technical college or a participating public, four-year university. With this increase to 1.4 FTE, eligible students may participate in Running Start while taking a fuller high school course load or take more than the previous limit of 15 college credits per quarter as a full-time Running Start student.

In addition to the monthly combined FTE and AAFTE increase, SHB 1316 promotes equitable Running Start access for all students, including private, charter, tribal compact, and homeschool students and those from low-income families. It requires LEAs to ensure access to Running Start, as the monthly combined FTE and AAFTE increase should address any prior concerns about students being able to participate while meeting high school graduation requirements, even in unique mastery-based or alternative learning environments.

Table 1: Changes to Running Start Statute through SHB 1316

Topic	Prior Language	New Language
Running Start	Section added in Revised Code of Washington (RCW) Chapter 28A.600	(1) Students participating in running start programs may be funded up to a <i>combined maximum enrollment of 1.4 full-time equivalents, including school district and institution of higher education enrollment.</i>
AAFTE Limit	Washington Administrative Code (WAC) 392.121.136: (ii) A student enrolled in running start during the regular school	

year may be claimed for up to a combined 1.2 full-time equivalent student.

Topic	Prior Language	New Language
Summer Quarter Running Start	Section added in Chapter 28A.600 RCW	(a) Must adopt rules to fund the participating student's enrollment in running start courses provided by the institution of higher education during the summer academic term, up to a maximum of 10 college credits per student per summer academic term.
Running Start Funding	Section added in Chapter 28A.600 RCW	(3) Running start programs as a service delivery model and associated funding levels beyond 1.0 full-time equivalent per student are not part of the state's statutory program of basic education under Chapter 28A.150 RCW .
Prohibition on Restricting Running Start Access	Section added in Chapter 28A.600 RCW	(1) Every school district must allow eligible students as described in subsection (2) of this section to participate in the running start program.
Private and Homeschool Student Eligibility	RCW 28A.600.310 : (1)(a) Eleventh and twelfth grade students or students who have not yet received the credits required for the award of a high school diploma and are eligible to be in the 11th or 12th grades may apply to a participating institution of higher education to enroll in courses or programs offered by the institution of higher education.	(2) Student eligibility for the running start program is as follows: Eleventh and 12th grade students or students who have not yet received the credits required for the award of a high school diploma and are eligible to be in the 11th or 12th grade, <i>including students receiving home-based instruction under Chapter 28A.200 RCW and students attending private schools approved under chapter 28A.195 RCW</i> , may apply to a participating institution of higher education to enroll in courses or programs offered by the institution of higher education.
Running Start Fee Waivers	RCW 28A.600.310: (3)(a) The institutions of higher education must make available fee waivers for low-income running start students. A student shall be considered low income and	(7)(a) The institutions of higher education must make available fee waivers for low-income running start students. A student shall be considered low income and eligible for a fee waiver upon proof that <i>the student meets</i>

	eligible for a fee waiver upon proof that the student is currently qualified to receive free or reduced-price lunch.	<i>federal eligibility requirements for free or reduced-price school meals.</i>
Charter and Tribal Compact Schools	New to RCW 28A.600.310	(9) This section governs school operation and management under RCW 28A.710.040 and 28A.715.020 and applies to charter schools established under chapter 28A.710 RCW and state-tribal education compact schools under chapter 28A.715 RCW to the same extent as it applies to school districts.

“After-Exit” Running Start Proviso

Funding has been allocated for graduating Class of 2024 seniors to enroll in summer quarter Running Start at community and technical colleges if they reached Running Start FTE limits during the 2023–24 school year and are within 15 college credits of an associate degree. Students taking advantage of this opportunity may enroll in only the specific courses required to complete an associate degree, up to a maximum of 15 college credits.

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 2023–24 school year, and ensure the students’ high school enrollment continues until grades from the summer college term are received for transcription purposes.

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. Students who are enrolled in the summer quarter by the term’s add/drop deadline will generate funding based on per-credit amounts to be determined at a later date. Colleges will report enrollment back to OSPI using an Excel spreadsheet generated through ctcLink, and OSPI will process these enrollment reports and allocate the funding directly to the colleges in their August 2024 apportionment.

Running Start Recommendations for Schools and LEAs

1. Ensure that Running Start personnel are clear about the combined 1.40 monthly FTE and AAFTE increase and familiar with the revised [Running Start Enrollment Verification Form \(RSEVF\)](#) and FTE formulas.
2. Establish systems and communication channels to ensure that school counselors and anyone else responsible for administering Running Start have access to information required on the RSEVF. This includes prior Running Start enrollment and FRPL status.
 - a. FTE Reporting: Inaccurate FTE reporting may result in audit findings.

- b. FRPL Status: Per [RCW 28A.600.310\(2\)\(b\)\(i\)](#), "By the beginning of the 2020–21 school year, school districts, upon knowledge of a low-income student's enrollment in running start, must provide documentation of the student's low-income status, under (a) of this subsection, directly to institutions of higher education."
3. With an increase to the monthly combined FTE and AAFTE limit, school counselors should be mindful of a student's readiness for additional or, in the case of summer quarter, condensed postsecondary coursework, but cautious not to discourage Running Start participation. A student's readiness for college-level coursework is determined by the IHE and SHB 1316 reinforces that LEAs **must** provide all eligible students with an opportunity to participate in Running Start.
4. School counselors should work closely with postsecondary partners to understand admission requirements and enrollment processes and limitations. Most colleges have maximum credit limits and require approval to exceed them, so counselors and families are encouraged to consult with colleges prior to enrolling full-time.
5. Ensure that all students are advised of the opportunity to participate in Running Start and provided with the resources necessary to succeed in the program. Resources and services should be readily available and, to the extent practicable, provided in formats and languages accessible to students with disabilities and English language learners.
6. LEAs should establish and promote uniform processes to accommodate enrollment and provide support to:
 - a. Interested homeschool and transfer students from other high schools (including online academies and alternative learning environments) who may need additional support with evaluating course and credit completion to establish eligibility.
 - b. Non-graduating students eligible for up to 10 credits of summer quarter enrollment under the 1.40 AAFTE limit.
 - c. Current 10th grade students ("rising juniors") eligible to begin Running Start for up to 10 college credits in the summer quarter following the completion of 10th grade; and
 - d. Graduating Class of 2024 students eligible for "after-exit" summer Running Start by reaching Running Start enrollment limits and graduating from high school within 15 credits of an associate degree.

COLLEGE IN THE HIGH SCHOOL

Substitute Senate Bill 5048

SSB 5048 establishes a state-supported funding structure to administer College in the High School (CiHS), thereby eliminating costs to students attending a public high school or charter school and enrolled in a CiHS course offered by an approved Washington public institution of higher education. It reads, "(1) Beginning on September 1, 2023, institutions of higher education must provide enrollment and registration in College in the High School courses in which a student is eligible to receive college credit available at no cost for students in the 9th,

10th, 11th, or 12th grade at public high schools.” Accordingly, it eliminates all references to CiHS fees and repeals the statute governing College in the High School fees and subsidies ([RCW 28A.600.290](#)).

The funding structure established by SSB 5048 replaces the prior CiHS fee charged to students and appropriates \$300 per student up to a maximum of \$3,500 per CiHS course for community and technical colleges, \$5,000 for regional universities and the state college, and \$6,000 for state research universities. Institutions of higher education will report on CiHS enrollment and course offerings annually to the Office of Financial Management and be funded accordingly.

SSB 5048 does not change the fundamental elements governing CiHS eligibility, enrollment, program standards, or administration, and nothing in the legislation alters existing CiHS agreements, enrollment processes, or program implementation or delivery.

College in the High School Recommendations for Schools and LEAs

In anticipation of higher student and family interest in this dual credit program following the removal of course fees, LEAs should:

- Provide additional support and guidance for students and families to inform choices about whether or not to take CiHS courses for postsecondary credit.
- Ensure that all students are advised of the opportunity to participate in CiHS for postsecondary credit and provided with the resources necessary to succeed in the program. Resources and services should be readily available and, to the extent practicable, provided in formats and languages accessible to students with disabilities and English language learners.
- Invest in the professional development required for teachers to be eligible to deliver CiHS courses.
- Prepare for increased demand for CiHS enrollment and new course offerings, and explore whether existing dual credit courses could be co-delivered with CiHS or transitioned to being offered solely as CiHS.
- Work with postsecondary partners to identify and communicate any changes to CiHS enrollment, reporting, or transcription practices.
- Ensure staff understanding that it will no longer be necessary to apply for CiHS subsidies and investigate what other dual credit expansion needs might be addressed with grant funding available through OSPI. Grant funding for dual credit programs, including exam fee subsidies, will continue to be available, and additional information will be provided in early fall.

TEST FEE SUBSIDY PROGRAM FOR COLLEGE PREPARATORY PROGRAMS WITH EXAMS (CPPE)

The Test Fee Subsidy Program will continue to provide funds to cover the cost of annual Advanced Placement (AP), Cambridge International (CI), and International Baccalaureate (IB) exams taken by students who qualify as low-income in public and private schools.

Continuing test fee support for the 2023–24 school year:

- State funds continue to be provided by the legislature to subsidize the cost of AP/CI/IB exams taken by low-income students.
- There are no co-pays for the students who qualify. The subsidy covers 100% of the test fee.
- A student is considered low-income and eligible for the subsidy if the student qualifies via any of the methods listed under the AP, IB, or CI “Test Fee Program” menus on the Office of Superintendent of Public Instruction’s [Exam-Based Dual Credit webpage](#).
- The Low-Income Verification form is attached to this bulletin and available on the [Dual Credit webpage](#), and should be completed for each student eligible to receive test fee subsidies.
- AP coordinators will follow the procedures to participate in the program as outlined by the College Board. For more information, please go to the [College Board AP Exam Fee Reductions webpage](#).
- International Baccalaureate and Cambridge International coordinators will follow the procedure for reimbursement through the iGrants system. (FP 646, covering both IB and CI, will release in Spring 2024).

TECHNICAL ASSISTANCE AND PROFESSIONAL DEVELOPMENT

OSPI Office Hours on Legislative Changes and General Dual Credit Questions

To be decided: Click [here](#) to sign up for OSPI’s Dual Credit listserv to receive updates on when office hours will be offered.

Washington Council for High School and College Relations Fall School Counselor Workshops

September 11–19: Times and locations are available [here](#). OSPI will provide its annual update at these workshops, which will include more information about changes to dual credit programs and graduation requirements.

Dual Credit Legislative Updates with OSPI, SBCTC, and Council of Presidents

[Thursday, September 28, 1:30-3:00](#)

Regional Dual Credit Implementation Workshops

To be decided: Click [here](#) to sign up for OSPI's Dual Credit listserv to receive updates on when and how these will be offered.

INFORMATION AND ASSISTANCE

For general questions regarding Running Start or College in the High School at the secondary level, please contact Tim McClain, OSPI Dual Credit Program Supervisor, at 201-341-2955 or email tim.mcclain@k12.wa.us.

For fiscal and enrollment reporting questions, contact Becky McLean, OSPI Enrollment Reporting Program Manager, at 360-725-6306 or email becky.mclean@k12.wa.us.

For CEDARS questions, contact Student Information using the AskSI@k12.wa.us email inbox.

To receive email updates on dual credit and related topics, sign up for OSPI's Dual Credit Updates GovDelivery listserv by visiting [this site](#) and selecting "Dual Credit Updates" under the "General Topics" drop-down menu.

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.

Questions pertaining to the public, four-year institutions may be directed to Julie Garver, Director of Policy & Academic Affairs, at jgarver@councilofpresidents.org.

The OSPI TTY number is 360-664-3631. This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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Attachment(s): Running Start Technical Guide; Fall 2023 Running Start Enrollment Verification Form (RSEVF); 2023–2024 Low-Income Verification Form for Test Fee Subsidies

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