

Please keep a copy for your records

JHS Running Start Agreement

The Running Start program allows students to take college courses at community and technical colleges and apply credits towards high school graduation and potential college degrees (subject to verification and eligibility, see #10).

In order to participate in the Running Start program, you must:

- Be of junior or senior standing.
- Be prepared to take college-level courses and do college-level work. College-level courses can be highly demanding, requiring up to two hours of homework for every hour of instruction.
- Pass a college placement examination (varies by college) OR submit other approved documentation (for example State Assessment scores, Transcript details, etc.
- Furnish your own transportation to and from the community college.
- Purchase your own books, pay application or testing fees, pay all other fees and/or fines required by the college.
- Be aware of deadlines and dates: While you are taking college-level courses, you will be treated like a college student. It is YOUR responsibility to be aware of deadlines and keep updated on all JHS information such as holidays, schedule changes, photos, senior deadlines, etc. **Email your counselor in advance of college registration deadlines for needed signatures.**
- Realize attendance may/may not be taken in your college classes. Parents will not be notified if you skip a class.
- And progress reports are not provided by community and technical colleges. Your parent/guardians will not have individual access to your progress or grades at any time.

How does the Running Start program work?

1. **Tuition payment:** College tuition will be paid by the State of Washington. Some colleges may also have a small tuition fee per credit to be paid by the student. You must take the college courses for credit (no auditing). Not all community college courses qualify for Running Start tuition payment. As a Running Start student you will be assigned an advisor at the community college who will help you select qualifying courses.
2. **Enrollment Verification Form (EVF):** The EVF must be completed with your JHS counselor each quarter to enroll in any Running Start courses. If you make changes to your JHS or college schedule after the EVF has been signed, you must update your counselor regarding these changes.
3. **Dropping classes:** You must notify the college and Jackson High School immediately of any intention to drop a class. Failure to notify the college and Jackson when you drop a class may result in you paying the tuition for that class.
4. **Residence in high school service area:** You must live within the Jackson High School boundaries, or be attending JHS on a variance, to receive college and high school credit through the Running Start program and Jackson High School.

5. **JHS and Community College Course times:** Students are required to set a JHS and college course schedule that allows them time to fully attend their JHS courses and get to their college courses on time. JHS Policy is that students will not be excused/allowed to arrive late or leave early for Running Start courses.
6. **Withdrawing from high school:** If you withdraw from Jackson you will no longer be eligible for Running Start through Jackson, and tuition for your college classes will not be paid by Everett Public Schools.
7. **College credits:** A community college 5-credit course (100 or above level course) will equal 1.0 Jackson High School credit. No more than 15 credits can be taken through the Running Start program per college quarter, with a maximum of 45 credits per school year. Any coursework beyond the 15 credits per quarter will be at your expense.
8. **High school graduation requirements:** Refer to the Everett Public Schools “High School/Community College Course Chart” to determine which community college classes meet Jackson High School graduation requirements.
 - You must fulfill all of the JHS graduation requirements in order to graduate with a Jackson High School diploma. This means that you will need to take enough equivalent credits at community college to match the minimum credits required by JHS for graduation. Check with your JHS counselor to ensure that you are making continual progress toward graduation.
 - You may not continue with the Running Start program senior year if you have completed all graduation requirements at the end of junior year, but if you have not, you may continue in Running Start senior year. (WAC 392-169-020)
9. **High school transcript:** When you complete a college class (whether passed or failed), the subject area and grade will appear on your high school transcript (no exceptions).
 - Running Start is the beginning of your college transcript and will be submitted with all college applications, and may have a positive or negative impact on future college admission or scholarship decisions.
 - If you take any college classes that you pay for yourself, you must send a copy of your official transcript to Jackson High School’s Registrar in order to have the credits posted to your high school transcript.
10. **Summer school:** You may not take Running Start coursework during the summer. Any summer classes you take will be at your expense. However, credits earned in summer school will apply toward high school graduation if the credits meet the equivalency requirements.

11. Credit transferability:

**Be aware that NOT every college will accept Running Start community college credits
(especially some private and out-of-state colleges).**

Check with the colleges/universities you want to attend.

A better alternative may be to take advanced high school courses instead of community college courses.

<http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/pubdocs/RunningStart-FAQs.pdf>

Students: Submit this form to your counselor before enrolling in Running Start (keep a copy for your records)

JHS Running Start Signature Page

“I have read the Running Start Program information and have discussed the program with my parent/guardian and my counselor at Henry M. Jackson High School.”

“I understand what is required of me and will complete all required steps with my counselor each quarter to take appropriate classes at the community college and **I will email my counselor 48 hours in advance to meet or drop off my Running Start Enrollment Verification form for their signature.**”

Counselor email: _____

Student Name (*please print*)

Student ID #

E-Mail Address

Cell Phone

The community college you are planning to attend: _____

Grade Level (*circle answer*): Junior Senior

Student Signature

Date

Parent/Guardian Name

Date

Parent/Guardian Signature

Date