Completing the Running Start Enrollment Verification Form (RSEVF)

This form must be completed each college term for each student enrolling in college classes through the Running Start program, including home-based and private school students.

**STEP 1:** The student should complete this section. If the student does not know his/her college student identification number (SID), refer to earlier completed RSEVFs. If the student is new to the program, the SID is available on the processed college application.

**STEP 2:** Except for the first two lines which can be completed by the student, the high school counselor should complete this section. The high school counselor should refer to the student’s current high school schedule, high school bell schedule prepared and available from the registrar or school district business office, and use the table provided to calculate the credits available for Running Start. The comment field is a good place to make a record of important information specific to the individual student, which is otherwise not present on the form.

**NOTE:** Spring Quarter – High school counselors should review individual student Running Start and high school FTE history for fall and winter quarters for the purpose of identifying students who might be at risk of exceeding the 1.20 AAFTE. A couple of indicators that may assist in identification include:

- Any student who exceeded the combined 1.20 FTE in January.
- Any student who increased his/her college FTE between fall and winter quarters.
If a student is identified as at risk of exceeding the 1.20 AAFTE, the high school counselor should complete the Spring Quarter Eligibility Adjustment Form (SQEAF). The completed form should be signed and attached to the completed and signed RSEVF. The high school counselor should check the box in the upper right hand corner of the form, indicating that a completed SQEAF is attached.

STEP 3: The student, with the help of the high school counselor and Running Start advisor, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section should be completed by the high school counselor.

STEP 4: Upon completion, both the high school counselor and Running Start advisor should review the form for accuracy; enter his/her printed name, date, phone number, and signature.

STEP 5: The student and parents should review the completed form for accuracy and understanding, then sign and date the acknowledgment at the bottom of the form.

STEP 6: The high school counselor should make a copy of the completed and signed (high school counselor, Running Start advisor, student, and parents) form for inclusion in the student cumulative and guidance records.

STEP 7: The student should take the completed and signed original RSEVF to the Running Start advisor at the college.