

# Spring Quarter Eligibility Adjustment Form



Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

High School: \_\_\_\_\_ High School SSID#: \_\_\_\_\_

Students participating in Running Start programs are limited to a monthly combined enrollment of 1.20 Full-Time Equivalent (FTE). In addition, this limitation applies to the combined annual average FTE (AAFTE) of 1.20.

As a result of your college credit increase for the winter quarter, and based upon your current (second semester) high school schedule, you are projected to exceed the 1.20 AAFTE. As such, your available spring quarter Running Start FTE has been reduced to comply with the allowable maximum under state rules.

The table below provides the calculation of this Running Start FTE reduction.

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	AAFTE
High School/Skill Center FTE											-
RS in HS FTE											-
RS at College FTE								-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-	-	-

\* Complete the shaded fields and the available spring quarter college FTE and credits will calculate below.

You are eligible for:

- maximum available Running Start FTE for spring quarter and
- may register for a maximum  Running Start credits for spring quarter without incurring college tuition costs.

\_\_\_\_\_  
School Counselor or Registrar Signature (REQUIRED)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Counselor or Registrar Printed Name

We understand the limitations on Running Start spring quarter eligibility as explained above.

\_\_\_\_\_  
Student Signature (REQUIRED)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (REQUIRED)

\_\_\_\_\_  
Date

This form must be signed by all parties and attached to the student's spring quarter Running Start Enrollment Verification Form. Copies of the signed form should be provided to the student and parent, the college, and for inclusion in the student's high school record.

## COMPLETING THE SPRING QUARTER ELIGIBILITY ADJUSTMENT FORM (SQEAF)

**PURPOSE:** When a Running Start student is identified as at risk of exceeding the combined maximum annual average FTE (AAFTE) of 1.20, the high school counselor or registrar completes the SQEAF.

This occurs when a student increases his/her Running Start classes at the college campus college for the winter quarter. An exception to the monthly 1.20 FTE limitation is allowed for the month of January only, when the high school semester and the winter quarter overlaps. A student who is counted for more than a 1.20 FTE in January could be on track to exceed the 1.20 AAFTE limitation. As a result, the student would require a reduction in his/her available spring quarter FTE.

Since Running Start in the high school setting classes must follow the high school schedule, the January exception does not apply for these classes.

This form informs the student, parents/guardian, and college of the necessity to reduce the FTE available for the spring quarter.

### **INSTRUCTIONS FOR COMPLETING THE SQEAF**

The high school counselor or registrar completes this form and the student and parents/guardian signs the completed form.

**STUDENT INFORMATION:** Complete the top of the page with the student's information. The college student identification number (SID#) can be found on previous completed copies of the Running Start Enrollment Verification Form (RSEVF).

**FTE TABLE:** The table provided is an embedded Excel worksheet. Click on the table. Enter the expected high school/skill center FTE and Running Start in the high school FTE. For high school/skill center FTE that exceeds 1.0, enter 1.0 FTE.

Enter the fall and winter quarter FTE for Running Start at the college campus. The built-in calculator will compute the student's available Running Start FTE and credits for spring quarter classes offered at the college campus.

**SIGNATURE OF COUNSELOR/REGISTRAR:** The high school counselor or registrar should review the form for accuracy, and enter his/her printed name, date, and signature.

**STUDENT & PARENT/GUARDIAN:** The student and parent/guardian should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form.

**DISTRIBUTION OF RSEVF AND RECORDS RETENTION:** A copy of the SQEAF should be included in the student's cumulative and guidance records.

The original completed SQEAF should be stapled to the back of the RSEVF and the box in the upper right hand corner of the RSEVF should be checked, indicating that an SQEAF is attached. The student should take the completed RSEVF with the attached SQEAF to the Running Start advisor.