

Ingraham HS Running Start Information Packet

General Information

Running Start is a program for High School Juniors and Seniors to take college classes at Washington two-year colleges and earn high school and college credit at the same time. Tuition is free for a maximum of 21 credits per quarter in college-level courses numbered 100 or higher. However, the number of college credits each student may take free of tuition costs depends on how many classes the student is concurrently taking at the high school. Students are responsible for tuition for pre-college courses (numbering below 100) and any credits that exceed their allowable limit. Students are responsible for the cost of books and transportation; however, fee waivers for these expenses (not including transportation) are available for students who qualify for free or reduced lunch. [Running Start Handbook](#)

Please Note: Running Start students must take full responsibility for keeping up to date on what is happening at Ingraham HS, including important dates and deadlines (AP/PSAT/SAT Tests, Senior Prom, Ordering Graduation Supplies, Graduation Rehearsal Dates and Times, Senior Meetings, and any other Senior related events).

Students should sign up to receive the Daily Bulletin or read the Daily Bulletin online to stay informed of upcoming events and deadlines. This process takes a lot of maturity and attention to details. If your question is related to the college, please contact them directly.

Additional Important Information

- Ingraham class schedule takes priority over Running Start schedules.
- Students should sign up for the Daily Bulletin to receive notifications about Ingraham bell schedule changes and other important school news.
- Students are responsible for their own transportation.
- All Running Start college credits will be added to the high school transcript.
- Students must meet with their Ingraham Counselors every quarter to make sure they are meeting their graduation requirements and to fill out the RSEVF.
- If you earn college grades below 2.0 you will be placed on Academic Probation and given one additional quarter to improve your grade before you lose your standing at Running Start.
- Students are responsible for withdrawal/dropping a college class from Running Start and informing their counselor when they make any changes to their enrollment.

Returning Running Start Students

Fill out the [Running Start Survey](#) and some counselors will reach out to you. Otherwise, reach out to them.

Summer School Students

Follow the steps attached.

Running Start Information Contacts:

North Seattle College

NSCCRStart@seattlecolleges.edu

206-934-3682

Ingraham High School

Merrily Matthews

mqmatthews@seattleschools.org

Ingraham High School, Running Start Responsibilities List

Steps 1-8 completed by May 31, 2024 for Summer/Fall Quarter

1. **Ingraham Step:** Attend the Mandatory Ingraham Running Start Information Session on April 3rd at 2:30 pm or April 18th at 8:15 am in the library.
2. **College Step: Visit North Seattle Running Start's site** ([North Seattle College](#)). Sign up for an Information Session at the College. They will go over their application process.
[RSVP for an Info session](#)
3. **College Step: Apply** to North Seattle College (or other college). You will receive a student ID number from your college.
4. **College Step:** Start the College Running Start Online Enrollment Packet - [Enrollment Packet](#)
Finish Steps 5-8 below to get the RSEVF signature from your counselor to complete the enrollment process.
5. **Ingraham Step: Fill out an MOU (see page 5-6 of this document).** Both you and your parent must sign. Send to mqmatthews@seattleschools.org with the proof of placement information (Step 6)
* Ms. Matthews will give you a copy of your transcript if needed.
6. **Ingraham Step:** Take the college provided **Self Directed Placement** into college-level English ([English Self Directed Placement](#)) and/or Math ([Math Direct Self Placement](#)).
Provide screenshot or email showing proof of placement and send to mqmatthews@seattleschools.org with your MOU. **Subject line to read "Last name, MOU, Eng, Math"**
7. **Ingraham Step:** Fill out the [Running Start Survey](#).
8. **Ingraham Step:** Once all information is received from Steps 5-7, Ms. Matthews will reach out to you to schedule a **meeting with your counselor** to complete the [RSEVF](#) for Step 4.
9. **College Step:** Send RSEVF to community college and work with them to register for classes. See their website for details.

Running Start Course Equivalencies Seattle Community Colleges

Subject	High School Courses	College Courses
English	English 11 A/B	English 101
English	English 12A/B	English 102 and above
Social Studies	Washington State History	HIST 214
Social Studies	World History	HIST 108,126,127 or 128
Social Studies	US History 11A	HIST 136,146 or 147
Social Studies	US History 11B	HIST 137, 147,148,150 or 219
Social Studies	American Government	Pol Sci 202
Health	Health Education	HEA 150
Math	Math	MAT 100 and above
Science	Science	Science 100 and above
Fine Arts	Art	DRA, MUS, ART, Dance – any above 100
Career Technology	CTE	Any course that mirrors an SPS CTE course at the 100 level or above.
Electives	World Language and Electives	World Language or any other 100 level

Running Start/High School Credits:

Running Start	High School Credits
5 RS Credits	1.0 HS Credits
4 RS Credits	.80 HS Credits
3 RS Credits	.60 HS Credits
2 RS Credits	.50 HS Credits
1 RS Credits	.20 HS Credits

Seattle Public Schools Memorandum of Understanding between Students and Parents/Guardians Pertaining to Enrollment in Running Start

We, the student, and parent/guardian, understand the following conditions to be true if we choose Running Start as an educational opportunity:

1. We understand that in order for completed courses to be added to the Official SPS Transcript, my Seattle Public School must receive official transcripts from the college.
2. All graduation requirement courses must be completed by the end of Winter quarter in order to participate in Seattle Schools Graduation ceremonies. Running Start courses taken during Spring quarter of senior year do not apply towards graduation ceremonies. Additionally, summer courses may require pre-approval, and financial responsibility may fall on parents or guardians if a student has exceeded FTE limits.
3. Running Start students may take 1.40 Full Time Enrollment (FTE) through the running start program in one school year. Please see the Enrollment Verification form for details. This includes summer quarter. Student FTE is determined by the number of minutes students take at their high school and the number of credits taken at the college. Students cannot exceed 1.40 during the school year, any costs over the 1.40 are the responsibility of the student and their parent/guardian. Additionally courses taken below the 100-level designation could result in students and parents/guardians bearing financial responsibility for those courses.
4. Students with disabilities, including those covered by with IEPs or 504 plans, should proactively communicate their needs and advocate for themselves by reaching out to the college's accessibility office.
5. In cases where a student drops a required course to meet graduation requirements after college withdrawal deadlines, the financial responsibility falls on the student/parent/guardian for the fees if they drop after the refund date.
6. We understand that if our student chooses to earn their diploma from Seattle Public Schools then the priority of classes taken through Running Start must meet Seattle Schools' graduation requirements.
7. Students wishing to earn their diploma from the community college will have their courses evaluated towards SPS graduation requirements. Students will then not earn a diploma from Seattle Schools. They will earn the diploma from the community college, and the diploma will be issued by the community college. Seattle Schools will note the completion of the diploma once official documentation is received. In the future, evidence or copies of the diploma will need to be requested from the college.
8. We understand that students seeking a Seattle Public School diploma must meet all graduation requirements, including service-learning hours and complete at least one graduation pathway and any other Seattle Public School requirement. Students will not be allowed to go through commencement exercises unless they have met all Seattle Public School graduation requirements at the time of Senior Check-Out.
9. We understand that part-time Running Start students will be responsible for checking on any changes to their Seattle School bell schedule (assemblies, late start days, etc.) and that the public school is not required to change the students' SPS schedule to accommodate courses at the community college. Students may need to choose between courses at the high school or the college based on availability.
10. We understand that Running Start students are responsible for sending their Running Start transcripts when applying to colleges, post-secondary programs, or transferring to another high school.

We agree to these statements and choose to participate in the Running Start program and will meet all state and local requirements.

Print Student Name _____

Student Signature _____ **Date** _____

Student College and/or personal email _____ **Student Phone #** _____

Print Parent Name _____

Parent Signature _____ **Date** _____

Parent Email _____ **Parent Phone #** _____

Running Start students, parents and guardians should note the following when working with the colleges:

- Maintain mature, non-threatening communication with all staff and instructors at community colleges.
- Adhere to the college's rules and regulations as other community college students.
- Understand that Running Start is a choice, not a requirement.
- Be aware that college coursework moves at a faster pace, and high school students earning an "A" may not necessarily earn "A's" at the college level.
- Carefully review each course syllabus.
- Note that late work may not be accepted by instructors, questions and concerns or appeals should be directed to the college and follow their policies.
- Regularly check the academic calendar for important dates such as enrollment deadlines and class drop deadlines.
- Understand that all post-secondary education students are subject to the Family Educational Rights to Privacy Act (FERPA) regulations.
- The colleges have processes in place for students and families to communicate with staff. Please contact the college directly with question.