

Instructions - Completing the Running Start Enrollment Verification Form

1. Open the fillable Enrollment Verification form on your computer (this will take you to Everett CC but it is a STATE form so it is used by every school):

<https://www.everettcc.edu/files/enrollment/outreach-high-school/running-start/RSEVF%20-%20Fillable.pdf>

2. Complete the **highlighted** items in the “Student” section below (do not fill in SSID#):

Student	Student Name:				
		Last Name	First Name	MI	
	Home Phone:				
	Cell Phone:				
	Email Address:				
	SSID#:				
Responsible Parent/Guardian:					
College:					
	College SID #:				
Free and Reduced-Price Lunch (FRPL) Status (required to be completed for 2020-21 school year)					
Students who are currently FRPL eligible (or anytime in the past five school years) may receive tuition and fee waivers from a college.					
Is the student currently eligible for FRPL? <input type="checkbox"/> Yes <input type="checkbox"/> No HS Counselor Initials: _____					
<i>The parent or guardian signature below provides permission to share FRPL eligibility status only with the Running Start college for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect the student’s eligibility for access to Running Start or free and reduced-price meals or free milk. The individuals and programs receiving the information will not share the information with any other entity or program.</i>					
Parent/Guardian Signature:					
	Date:				

- ***If you are qualified for the Free or Reduced Lunch program***, have your parent/guardian “sign” (type their full name) where indicated. If you aren’t sure, verify with your counselor first.

3. Both student and parent/guardian must “sign” (type full names) at the bottom of the form.

Student & Parent/Guardian	I understand that:			
	<ul style="list-style-type: none"> • The student is responsible for understanding when his or her choice of schedule will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start State Funding Limit Table, the student is responsible for: <ol style="list-style-type: none"> 1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or 2) withdrawing from the excess college or high school course(s). • The student is required to pay any class/lab fees charged for college classes. • Enrollment in specific college classes cannot be guaranteed – even if the classes are needed to fulfill high school graduation requirements. • To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor. • The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements. • If the student plans to transfer, it is the student’s responsibility to determine college admissions policies/deadlines and whether credits will transfer. • The student and parent’s signatures below provide permission for the high school and college to share the Running Start student’s academic records, which can include the student’s grades, billing, registration, and attendance records regardless of whether FERPA rights belong to the student or parents. • After completing the college coursework, students are responsible for requesting official college transcripts through the college’s registrar office. 			
	I acknowledge that I have read and understand both sides of this form, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.			
	Student Signature (REQUIRED)	Date	Parent/Guardian Signature (REQUIRED)	Date

4. Save the pdf to your computer with the title format: lastnamefirstnameinitial.

5. Create an email to your counselor and attach the saved pdf.

- Within the body of the email, list the classes you plan to take for the upcoming Quarter and the number of credits. (ex. ENGL101, 5 credits, MGMT180, 3 credits).
- Indicate the classes you plan to keep at the high school. Be prepared to follow up with your counselor to finalize your high school schedule.

6. Your counselor will complete the form, send it back to you to return to the college.

- You will then be able to proceed with enrolling in classes after the Running Start office processes the EVF.