Seattle Public Schools

Memorandum of Understanding between Students and Parents/Guardians and 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 <u>all graduation requirements, including service-learning hours and complete at least one graduation pathway and any other Seattle Public School requirement.</u> 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.

_____ _____

Student Signature   **Print** Student Name   Date

_____ _____

Student College and/or personal email   **Student** Phone Number   Date

_____ _____

Parent Signature   **Print** Parent Name   Date

_____ _____

Parent Email   **Parent** Phone Number   Date

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.