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## ***Running Start at FEDERAL WAY HS***

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Since schools are closed, registration for running start is going to look a little different. The following is intended to help you navigate the steps to apply now that counselors are working from their homes. Carefully read all attached guides and resources. Please reach out to your prospective college with questions regarding placement, online applications, orientation, etc. Each college's Running Start website is also a good source of information!

***Your HS counselor's role in the Running Start application process is to sign your Enrollment Verification Form.*** This is done ***after*** the college has confirmed that you are placed into English 101. Please carefully read Highline's "*Guide for Prospective High School Students*". **You may enroll at any community college that participates – it does not have to be Highline.** If you want to participate in the program and believe that you are eligible, follow the "*Steps to Enroll*" at the bottom of the "*Guide for Prospective High School Students*".

1. Once you have applied to your prospective college and activated your account (step 1), you must determine your English placement (step 2).
  - a. If you are currently in Geometry, you will be *required* to take Algebra 2 next year at FWHS unless you wish to pay for the course at your college out of pocket. You will still be able to take 3 classes at a community college while taking one class at FWHS.
2. Students may not need to take a placement test if utilizing some of the new placement options (for a complete list of placement options: <https://placeandtest.highline.edu/placement/>). **For example, if you have a cumulative HS GPA of 3.0 or higher, you can simply email a copy of your unofficial transcript to [placement@highline.edu](mailto:placement@highline.edu).** Please email your counselor for a copy of your transcript.
3. For scholars who need to take the Accuplacer (for English placement) or MyMathTest (for math placement), **the Placement and Testing Center is now administering remote testing.** Students should contact the PTC by emailing [placement@highline.edu](mailto:placement@highline.edu) or through one of the options listed on the PTC [website](#). Students can find resources to practice for both Accuplacer and MyMathTest at: <https://placeandtest.highline.edu/prepare/>.
4. **Please forward your placement confirmation e-mail from your prospective college to your counselor once you receive it. In this e-mail, please confirm that you and your parent/guardian have reviewed and agreed to our FWHS RS Scholar Agreement.** Your counselor will then complete and sign your *enrollment verification form* electronically and e-mail the completed form back to you. You can then fill out your portion and send your completed EVF (Enrollment Verification Form) and all other required materials to your prospective college from your *new* e-mail address associated with that college. This *must* be done before you can sign up for orientation and register for classes at a college.
5. Once you have registered for classes, your counselor will change your 2020-2021 schedule to either full-time or part-time Running Start after you send a copy of your Running Start courses you are enrolled in.

Thank you!

Federal Way High School Counseling Department