

# Parent Permission Form

## Dear Running Start parent/guardian and student:

Welcome to Running Start! By signing below, you are acknowledging understanding of the following:

- The cost of transportation, course and college fees, meals, books and supplies is borne by the student.
- State funding covers up to 120% of a full-time combined high school/college course schedule; a maximum of 15 credits per quarter will be funded. Only courses numbered 100 or higher are included in Running Start funding. Students exceeding their quarterly eligibility and/or classes numbered below 100 must pay tuition. Detailed information is available at [www.whatcom.edu/runningstart](http://www.whatcom.edu/runningstart) and from the Running Start Office.
- All WCC classes funded by Running Start are recorded on the high school transcript; grades are factored into the high school GPA. Please consult with your high school regarding credits and grades earned in self-funded classes.
- Whatcom Community College follows federal requirements concerning access to student records. It is college policy that no information is released without the student's written permission. College staff and faculty do not provide information on student progress, attendance or grades directly to parents (see information regarding FERPA in WCC catalog).
- Students may discontinue enrollment in the Running Start program at the end of any quarter. Students are not monitored for this and parents are not notified by the college when students have discontinued enrollment. Parents will want to establish an expectation of open communication with their student as a requirement for Running Start participation in order to better monitor progress in the program.
- Running Start students must officially withdraw from college through the Running Start office if they stop attending classes or decide not to continue in the Running Start program. Withdrawals or changes should be done after talking to an advisor, in person or by phone or email. Withdrawal deadline dates can be found online and in the schedule handbooks.
- Running Start students are expected to participate fully in all course activities, including labs and field trips.

*The following section is an excerpt from the state-wide Running Start Enrollment Verification Form.*

- 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:
  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).
- Student is required to pay any class/lab fees charged for college classes.
- Enrollment in specific college courses cannot be guaranteed - even if the classes are needed to fulfill district high school graduation requirements.
- If the student begins Running Start in winter or spring quarter, eligibility for the previous quarter(s) that year is forfeited.
- To add or withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify their 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 find out about admissions policies/deadlines and whether credits will transfer.
- The student gives permission for college staff to release his/her grades to the high school and to discuss various aspects of his/her program participation with the high school/district officials.

**I acknowledge that I have read, understand, and will comply with the conditions of Running Start participation and the expectations of college course enrollment. I acknowledge that my signature on this form gives blanket permission for my student to participate in Running Start during any quarter for which he/she is eligible.**

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please sign, date and return the white copy of this form.  
Thank you!***

Dear Running Start Parent/Guardian:

Welcome to a new and exciting experience as your student enters the college environment. We are here to assist you as your student begins the transition from high school to college and takes on more responsibility and independence.

The Running Start office is staffed by experienced academic advisors who are happy to guide your student in degree and career planning. Please join us in encouraging your student to be in charge of appointment scheduling, decision-making and class selections. We maintain positive working relationships with the local high schools; grades are provided to the high school counselors at the end of each quarter.

**Our office is located in the Laidlaw Center, room 134.  
If you or your student would like to speak with an advisor, please call 360-383-3123  
or email [rstart@whatcom.edu](mailto:rstart@whatcom.edu).**

Sincerely,

The Running Start Staff:

Amy Anderson, director/advisor  
Karla Coglizer, associate director/advisor  
Dan Swigart-Harris, program specialist