**College in the High School (CHS) State Funded Subsidies**

Districts, charter schools, and tribal compact schools must complete iGrants Form Package 732 to apply for College in the High School (CHS) state funded subsidies credits for the 2019–20 school year.

These subsidies pay the college’s course fee for specific 11th and 12th grade students enrolled in eligible CHS classes. The CHS subsidies are awarded to districts, charter schools, and tribal compact schools based on the high school’s qualifying “tier” and their Free and Reduced Price Lunch (FRPL) percentage. Allocation of the CHS subsidies will be prioritized based on the following three tiers, in the order presented:

1. High schools located and students who live twenty miles or more, as measured by the most direct route from a college that offers Running Start.
2. High schools that receive small high school funding.
3. For remaining high schools, students who are eligible for FRPL.

High schools will be ranked within these tiers based on their poverty percentage. This percentage will be determined using the October 1, 2018, 9th–12th grade FRPL data reported to CEDARS as of March 31, 2019. The CHS subsidies will be awarded to schools with the highest poverty percentages first.

Student Credit Maximums

For Tiers 1 and 2, any 11th or 12th grader enrolled in an eligible CHS class will qualify for up to 10 college credits of subsidies per school year. For Tier 3, 11th or 12th grade students that qualify for FRPL will be eligible for up to 5 college credits of subsidies per school year.

The following link provides a list of high schools and their qualifying tier: [2019–20 List of High Schools and their CHS Tier](http://k12.wa.us/safs/INS/ENR/1920/ListofHSandCHSTier2019-20.xlsx).

**Instruction for Completing Form Package 732**

Complete a separate page for each high school. Each page allows for inputting of six CHS courses. For high schools offering more than six CHS courses, create a new page for this high school by pressing the “New” button.

1. Determine School Tier Level: Refer to the link above for a list of high schools and their tier level.
2. High School Information: In the fields provided, enter the high school’s CEDARS school number and the school name.
3. CHS Course Information Columns: Complete the available columns:
	* CHS Course Title – The course title should include the college course’s curriculum abbreviation, number and title. For example, UWs Elementary Spanish would have the course title – “SPAN103 Elementary Spanish” (NOTE – the college’s acronym is not included). Following the course curriculum abbreviation and number, provide as much of the course title as the field character limitation allows.
	* Course’s Start and End Date – Payment of the CHS subsidies will occur after the class is completed and grades posted. Accordingly, careful attention should be paid to the End Date field. NOTE: payment of the CHS subsidies does not align with normal college payment deadlines.
	* Number of College Credits Earned per Class – Indicate the total college credits to be earned, regardless whether the credits are quarter or semester credits. Payment of the CHS Subsidies is based on quarter credits. Any CHS courses offered through WSU will be converted afterwards to quarter credits.
	* College that will be providing the CHS credits – Include the name(s) of each college sponsoring your CHS course(s).
4. Estimated Number of 11th and 12th Grade Student Columns: Depending on the high school’s tier level, complete the appropriate “Estimated Number of 11th and 12th Grade Students” columns; keeping in mind the student’s credit maximums mentioned above.
* For Tier 1 schools, enter the number of students expected to enroll and complete the college course that corresponds to the CHS course, but who will not exceed the 10 college credits of CHS subsidies per school year limitation.
* For Tier 2 schools, enter the number of students expected to enroll and complete the college course that corresponds to the CHS course, but will not exceed the 10 college credits of CHS subsidies per school year limitation.
* For Tier 3 schools,
* In the first column, enter the number of students who qualify for FRPL, live within 20 miles to the nearest college that offers Running Start, are expected to enroll in the college course and complete the CHS course, and will not exceed the 5 college credits per school year limitation.
	+ In the second column, enter the number of students who live 20 miles or more from their nearest college that offers Running Start, but who will not exceed the 10 college credits per school year limitation. Records must be retained at the high school that documents the distance from the student’s home and the nearest Running Start college.

When estimating the number of eligible students, high schools should be realistic high schools should be realistic when estimating eligible 11th or 12th graders who qualify for CHS subsidies. This includes:

* High schools who have qualified for these subsidies in prior school years should review their past usage.
* The estimated 11th or 12th graders should not exceed the 2018–19 enrolled 10th and 11th graders.

5. Certifying: After completing all requesting high school schools’ pages, a district, charter school, or tribal compact school administrator must certify the Form Package accuracy and submit.

The due date to complete this Form Package is **July 1, 2019, at 5:00 pm.** Late submittals will not be accepted.

Subject to the available funding, OSPI will notify districts, charter schools, and tribal compact schools if the high school’s request will be granted by August 15, 2019.

**Next Steps for Award Recipients**

In an effort to maximize the complete expenditure of the CHS subsidies allocation, OSPI has made the following changes:

* High schools who have been awarded CHS subsidies may submit changes to OSPI to their approved CHS course list provided that these changes do not exceed the subsidy award. These changes could include adding new or deleting CHS courses and changing course titles and beginning and end dates.
* High schools who have been awarded CHS subsidies will be required to submit mid-term updates on their expected student participation. Failure to meet this requirement may result in the loss of future subsidies.
* OSPI will monitor the usage of the CHS subsidies. If it is determined there are unused funds, OSPI may reallocate awarded subsidies to previously denied CHS courses that begin mid-year.

More information on these changes will be available in August.

If you have any questions on completing FP 732 or about the CHS subsidies, contact Becky McLean, OSPI Enrollment Supervisor, at 360-725-6306 or becky.mclean@k12.wa.us.