

**The Washington Dual Enrollment Scholarship Pilot Program  
2020-2021 Running Start Pilot Site  
Letter of Interest | Suggested Outline & Instructions**

**Instructions:**

1. Provide the information and evidence requested in the Letter of Interest (LOI) outline.
2. Email completed LOIs to Amelia Moore at [ameliam@wsac.wa.gov](mailto:ameliam@wsac.wa.gov) by Wednesday, July 8, 2020.

*If your institution has difficulty providing the suggested evidence, please contact Amelia Moore for resources and assistance.*

**Suggested LOI Outline:** Letters of Interest should address the following areas of viability. A viable institution of higher education (IHE) pilot location will have:

1. **A strong and established partnership with a high school (HS).** Please provide 1-3 examples in your LOI that demonstrate strength of partnership. Evidence may include one or more of the following:
  - Hosting Running Start (RS) information events at participating high schools.
  - Long-standing relationships between HS and IHE leadership such as regular meetings between principal and college deans/provosts/ vice presidents of instruction.
  - On- going communication between the RS coordinators and the HS counselors regarding student academic standing.
  - Data sharing efforts to track student outcomes and understand impact of RS participation on students.
  - Any other relevant evidence.
2. **Demonstrated commitment by leadership to increase access and participation in the RS program to low-income students.** Please provide 1-3 examples in your LOI that demonstrate this leadership commitment. Evidence may include:
  - Multiple measures of assessment for student course placement.
  - Established specific student supports to serve low-income RS students. Examples of this include:
    - Providing transportation assistance through public-transit passes or funding a school bus program
    - Book loan programs
    - Programs that address food insecurity
    - Peer mentor programs
    - Regular meeting with RS coordinator
    - Encouragement to access tutoring services
  - Additional equity outreach efforts designed to remove barriers and increase RS participation specifically for students of color.

- Additional equity outreach efforts designed to remove barriers and increase RS participation specifically for rural students.
- Any other relevant evidence.

**3. Robust professional technical course offerings and/or apprentice programs available to RS students.** Please provide 1-3 examples in your LOI that demonstrate strength of course offerings. Evidence may include:

- List of professional technical course available to RS students.
- Clear professional technical course pathways for students to understand how these courses can lead to accessing various industries and credentials.
- If your college offers pre-apprentice or apprentice programs that are open and accessible to Running Start students, provide details on these programs, including the number of registered Running Start students currently accessing the program.

**COVID-19 Response:**

The COVID-19 pandemic may require a transition from in-person to remote learning for 2020-21 AY.

**Please outline in your LOI your college's plan for offering opportunities for students to engage in professional technical courses that typically require in-person instruction.** Considerations to include:

- Your institutional approach to professional technical programs that require in-person, hands-on training, and how this approach will be adapted in an online environment.
- Any professional technical courses you are considering cancelling.

WSAC understands that institutions may not know yet what modality courses will be taught in fall 2020. Supply this information to the best of your ability at this time.