

## **Community College System of New Hampshire** **High School Running Start Liaison Tasks**

*In agreeing to provide a Running Start Liaison, the partnering high school accepts the responsibility to assist in the following Running Start tasks. In exchange for providing a liaison, the High School will earn a three-credit voucher from the CCSNH system. This voucher will be transferable to any recipient named by the high school and will be redeemable at any of the seven campuses of the Community College System of New Hampshire.*

Facilitate the course approval process by being available to provide any necessary paperwork to complete each course review.

Facilitate Running Start presentations in the fall and spring by coordinating a large equipped assembly area for all Running Start classes to meet with the Running Start Coordinator one day early in each semester and assisting the Running Start Coordinator with scheduling the class presentations.

Be available to answer any Running Start questions when the Running Start high school faculty partner is not available.

Assist in the collection of all Running Start registrations with payments by the established deadline and ensure all registration forms are complete and accurate for each class.

Assist with the processing of any drop forms in a timely manner.

Provide periodic updates on courses to be offered each semester and the teachers that will be teaching those courses.

Assist with the submission of course and partnership evaluations to the college in a timely manner.

Assist with the submission of final grades to the college in a timely manner (timeline may vary for on-line grading).

Assist with the distribution of vouchers in a timely manner and follow-up with the Principals or CTE Directors who receive the vouchers.

Provide the Running Start Coordinator with any feedback regarding college acceptances of students' CCSNH credits earned through Running Start.