

Placement Reciprocity Request

Washington State Policy

1. A student who qualifies for a specific level of pre-college math, English, or reading, either through course completion or local skills assessment, will have that course placement level honored at another Washington Community or Technical College if the student so requests, even if the courses may not be exact equivalents.
2. A student who qualifies for entry in college-level math, English, or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college.
3. Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

Instructions

1. Attach this form to your placement documents (e.g., unofficial transcript and/or placement test scores).
2. Submit completed form and documentation to Student Assessment Services -

In person: RSB 076

Email: ReciprocitySouth@seattlecolleges.edu

Fax: (206) 934-6766

US Postal Service: South Seattle College Student Assessment Services
6000 16th Avenue SW RSB-076
Seattle, WA 98106



3. Student Assessment Services will email your placement confirmation within 5 business days.

Student Information

1. First name (printed): _____ Last name: _____
2. SID: _____ Email address: _____
3. Documentation provided. Check all which apply and include name of college, or high school:
 College transcript from: _____
 College placement test from: _____
 Placement letter (must be on identifiable letterhead) from: _____
4. Requesting placement in: English Math
5. I certify the documents I have presented are true and accurate to the best of my knowledge and are in their original, unaltered format. I consent to allow South Seattle College staff to verify my placement information with the above named institutions(s) if necessary.
6. Signature: _____ Date: _____

Office Use Only

Staff receiving this request

Name (printed): _____ Phone/extension: _____ Date: _____

If staff receiving document is not able to determine placement, please leave the rest of this page blank.

Staff determining placement

Name (printed): _____ Phone/extension: _____ Date: _____

Student has been notified of placement determination.

List course(s) in which student has been placed, the instrument(s) used, (transcript of courses completed, placement test scores, placement letter, etc.) the date that the test or course was taken, and the Washington State Community or Technical College from which the document originated.

		ENGLISH	MATH
EXAMPLE	Placed into	<i>ENGL&101</i>	<i>MATH 098</i>
	Instrument used	<i>transcript</i>	<i>Placement test</i>
	Date taken (for tests: must be within last 12 months)	<i>Fall 2016</i>	<i>Jan 2018</i>
	Originating Washington CTC	<i>Highline College</i>	<i>Tacoma CC</i>
	Placed into		
	Instrument used		
	Date taken (for tests: must be within last 12 months)		
	Originating Washington CTC		
	Placed into		
	Instrument used		
	Date taken (for tests: must be within last 12 months)		
	Originating Washington CTC		