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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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(X) Action Required  
(X) Informational

## BULLETIN NO. 038-16 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents  
Chief School District Administrators  
Assistant Superintendents for Business and/or Business Managers  
Public Charter Schools  
Tribal Compact Schools

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: 2016–17 Enrollment Reporting Handbook

CONTACT: Becky McLean, 360-725-6306, [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)  
Agency TTY 360-664-3631

The *2016–17 Enrollment Reporting Handbook* provides school districts, educational service districts (ESDs), charters schools, tribal compact schools, and other users with a reference manual and forms for reporting enrollment to School Apportionment and Financial Services (SAFS) at the Office of Superintendent of Public Instruction (OSPI). Copies of the following reporting forms are included in the handbook:

- P-223 Monthly Report of Enrollment Eligible for Basic Support
- P-223H Monthly Report of Special Education Enrollment
- P-223RS Monthly Report of Running Start Enrollment
- P-223TC Monthly Report of Technical College Enrollment Eligible for Basic Education Support
- P-223-1418 Monthly Report of Approved Open Doors (OD) Youth Reengagement Program Eligible Enrollment
- E-672 Monthly Report of Institutional Education Program Enrollment
- P-223S Nonstandard School Year AAFTE Enrollment Eligible for Basic Support
- P-240 Attendance Report of Ancillary Services to Part-Time Students Eligible for Basic Support
- P-213 Report of Students Residing in Nonhigh Districts and Enrolled in High Districts
- E-525 Report of Final Home and Hospital (HH) Services

## **Changes This Year**

### **A. School Level Enrollment Reporting**

Starting with the 2016–17 school year, districts, charter schools, tribal compact schools, and direct-funded technical colleges will report all enrollment (except Ancillary Services reported on Form P-240 and Open Doors headcount and Full-Time Equivalent (FTE)) at the school level through the NEW School Level Enrollment application. Starting with the September 2016 count, enrollment will be reported in both the District Level Enrollment application, as well as the School Level Enrollment application. Each reporting entity will be submitting their enrollment in two EDS applications – one at the district level and one at the school level. Both applications will have the same due date and the enrollment numbers should be the same – just reported in more detail in the School Level application.

Once OSPI determines the School Level application's enrollment data quality is sufficient to be used for funding, the District Level application will be eliminated. When this occurs, the School Level application will become the sole enrollment reporting application and will be used for state funding.

In-person training for this new application will be provided at each ESD in August 2016. Additionally, the School Level Enrollment Application User Guide found at [www.k12.wa.us/safs/INS/ENR/1617/User\\_Guide\\_School\\_Level\\_Reporting.docx](http://www.k12.wa.us/safs/INS/ENR/1617/User_Guide_School_Level_Reporting.docx) provides detailed instructions on this application. This guide will be updated regularly with the most current known requirements and instructions and is subject to change as OSPI continues with the necessary programming and addresses questions received.

### **B. Long-Term Suspended and Expelled Students**

With the passage of HB 1541, districts, charter schools, and tribal compact schools must provide educational services for students who have been suspended or expelled. As such, WAC 392-121-108 that defines the enrollment exclusions has been revised to remove the prohibition to claim students who are long-term suspended or expelled. However, the exclusion that restricts claiming students who have been absent for twenty consecutive school days prior to the count day remains. Any student who has been long-term suspended or expelled and who has not received educational services within twenty school days prior to the count day cannot be claimed for state funding.

Students who have been suspended or expelled could be provided educational services through the following options; at an alternative classroom setting, through an Alternative Learning Experience (ALE) or Open Doors program, or establishing a written agreement with the student's parents where the student would continue his

educational progress while remaining at home pursuant to WAC 392-121-108(1)(a). Claiming a student's FTE differs for each of these options and are addressed within this handbook and in an upcoming bulletin.

**C. Skill Center Work Based Learning (WBL)**

For the 2016–17 school year, WBL offered at a skill center and being claimed for skill center enhanced funding must be **preparatory** opportunities. Refer to Section 6.H. of this handbook for more information on WBL.

**D. State Funded Full-Day Kindergarten Expansion**

The 2015 Legislature authorized adding schools that are approved for state full-day kindergarten funding. A list of approved state full-day kindergarten schools for the 2016–17 school year can be found at

[http://www.k12.wa.us/SAFS/Misc/BudPrep16/2016-17\\_FDKSchoolsList.xlsx](http://www.k12.wa.us/SAFS/Misc/BudPrep16/2016-17_FDKSchoolsList.xlsx).

Approved schools can report their kindergarten students for more than a 0.50 FTE. All students attending a full-day kindergarten program must be reported on the Form P-223's Full-Day Kindergarten fields (Headcount and FTE) regardless if the FTE is less than 1.0.

**E. College in the High School Rules**

New rules regarding College in the High School programs have been adopted. Rules include the required standards that a participating college must provide, details on what is required to be addressed in the interlocal agreement between the college and district, charter school, or tribal compact school, enrollment reporting rules, and eligibility for state funded College in the High School subsidies. See WAC chapter 392-725.

**F. Form P-240 for Reporting Ancillary Services**

Starting with the 2016–17 school year, Form P-240 will no longer be a monthly form but instead an annual form. Districts, charter schools, and tribal compact schools can continue to report their ancillary services monthly by adding the actual hours of ancillary services to the existing annual form.

**G. K–3 Class Size Reporting**

Continuing for 2016–17 school year, districts, charter schools, and tribal compact schools will be required to report monthly their K–3 class size for each school with grades K through 3 classrooms. This data will be collected in the EDS K–3 Class Size Reporting application and will include the student headcount in grades K through 3 classrooms and the number of homeroom teachers per school.

This data collection is for informational purposes only and will not be used to comply with the fiscal K–3 class size for state funding purposes. The K–3

class size compliance calculation will continue to include specialists. The instructions for completing this reporting can be found here:

[http://www.k12.wa.us/safs/INS/ENR/1617/2016-17\\_K-3\\_Class\\_Size\\_Reporting\\_Instructions.docx](http://www.k12.wa.us/safs/INS/ENR/1617/2016-17_K-3_Class_Size_Reporting_Instructions.docx).

#### **H. Open Doors Youth Reengagement Programs Changes**

Changes have been made to the Open Doors rules found in WAC chapter 392-700 for the 2016–17 school year. Several changes concern student eligibility and claiming enrollment for state funding. Detailed information on these changes can be found at the following link: <http://www.k12.wa.us/safs/INS/ENR/1617/2016-17%20OD%20WAC.docx>.

#### **How Reported Enrollment Is Used**

Enrollment reported to OSPI is used to determine state funding for basic education, special education, TBIP, highly capable, learning assistance, Running Start, and Open Doors Youth Reengagement programs. Additionally, a variety of other state and federal grants and programs use enrollment data to determine allocations or funding eligibility.

Last school year (2015–16), a full-time K–12 student generated an average of \$5,638 of state basic education funding. Additional funding was provided for eligible reported enrollment. High school vocational enrollment generated an average of \$154 for each reported AAFTE and skill center enrollment generated an average of \$317 for each reported AAFTE. TBIP students generated an average of \$932 and Exited TBIP students generated an average of \$585. Qualified special education students generated an average of \$6,281 of special education funding.

#### **Enrollment Reporting Handbook and Updates**

The *2016–17 Enrollment Reporting Handbook* and individual enrollment reporting forms are available on the SAFS website under the Instructions, Enrollment Reporting, and 2016–2017 link at <http://www.k12.wa.us/safs/INS/ENR/1617/eh.asp>. Any corrections or updates during the school year will be posted to this website.

**Questions**

Questions regarding enrollment reporting should be directed to the appropriate ESD fiscal office or to Becky McLean, School Apportionment and Financial Services, 360-725-6306. The agency TTY number is 360-664-3631. The SAFS fax number is 360-664-3683.

**K–12 FINANCIAL RESOURCES**

T.J. Kelly, Director  
School Apportionment and Financial  
Services

**EXECUTIVE SERVICES**

Ken Kanikeberg  
Chief of Staff

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Attachment – 2016–17 Enrollment Reporting Handbook