



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 School Apportionment and Financial Services  
 Old Capitol Building  
 PO Box 47200  
 OLYMPIA WA 98504-7200  
 360-725-6300 TTY 360-664-3631

|     |    |      |
|-----|----|------|
| ESD | CO | DIST |
|-----|----|------|

**MONTHLY REPORT OF TECHNICAL COLLEGE ENROLLMENT  
 ELIGIBLE FOR BASIC EDUCATION SUPPORT**  
 (See reverse side for instructions)

|                        |             |              |                               |
|------------------------|-------------|--------------|-------------------------------|
| TECHNICAL COLLEGE NAME |             | COLLEGE TERM | REPORT MONTH                  |
| DISTRICT NAME          | COUNTY NAME | DISTRICT NO. | REPORT YEAR<br><b>2017-18</b> |

| TECHNICAL COLLEGE ENROLLMENT ELIGIBLE FOR BASIC EDUCATION SUPPORT |                                    |  |                            |            |       |
|---|------------------------------------|--|----------------------------|------------|-------|
|   | Headcount                          |  | Full-Time Equivalent (FTE) |            |       |
|   | Total Nonvocational and Vocational |  | Nonvocational              | Vocational | Total |
| Ninth Grade   |                                    |  |                            |            |       |
| Tenth Grade   |                                    |  |                            |            |       |
| Eleventh Grade  |                                    |  |                            |            |       |
| Twelfth Grade   |                                    |  |                            |            |       |
| <b>Totals</b>   |                                    |  |                            |            |       |

| ENROLLED STUDENTS (Attach additional pages as needed) |                                |                             |          |
|---|--------------------------------|-----------------------------|----------|
|   | Nonvocational FTE <sup>1</sup> | Vocational FTE <sup>1</sup> | CIP Code |
| 1.  |                                |                             |          |
| 2.  |                                |                             |          |
| 3.  |                                |                             |          |
| 4.  |                                |                             |          |
| 5.  |                                |                             |          |
| 6.  |                                |                             |          |
| 7.  |                                |                             |          |
| 8.  |                                |                             |          |
| 9.  |                                |                             |          |
| 10.   |                                |                             |          |
| 11.   |                                |                             |          |
| 12.   |                                |                             |          |
| 13.   |                                |                             |          |
| 14.   |                                |                             |          |
| 15.   |                                |                             |          |
| 16.   |                                |                             |          |
| 17.   |                                |                             |          |
| 18.   |                                |                             |          |
| 19.   |                                |                             |          |
| 20.   |                                |                             |          |
| <b>Totals <sup>2</sup></b>                            |                                |                             |          |

<sup>1</sup> Twenty-five or more hours per week of technical college enrolled class time equals 1.00 FTE. A student's combined nonvocational and vocational FTE cannot exceed 1.00.  
<sup>2</sup> Total FTEs must agree with totals reported at the top of this form.

**CERTIFICATION**

I hereby certify that students are enrolled pursuant to an interlocal agreement with the district authorizing the technical college to receive direct state funding for the students, that FTEs are determined pursuant to chapter 392-121 WAC and instructions provided by the Office of Superintendent of Public Instruction, and that documentation of student enrollment is available for audit.

ORIGINAL SIGNATURE OF AUTHORIZED TECHNICAL COLLEGE OFFICIAL

DATE

# INSTRUCTIONS FOR COMPLETING FORM SPI P-223TC

## GENERAL INSTRUCTIONS

### Count Dates

Count day is the fourth school day of September and the first school day of each nine months, October through June.

### Due Dates and Routing of Form P-223TC

The report for September is due at the educational service district (ESD) fiscal office September 18. Refer to Section 4.B. of the *2017–18 Enrollment Reporting Handbook* for the remaining ESD due dates for the months, October through June.

If actual enrollments are not available by the due date, submit estimated enrollment by the due date and then submit a revised form when actual enrollments are known. Submit revised forms whenever errors are discovered.

The provisions of chapter 392-117 WAC, Timely Reporting, apply to this report. Failure to report by the due date or in the form required can result in the reduction or delay of state apportionment payments.

### Purpose

This form is used by technical colleges to claim direct state funding for high school students served under an interlocal agreement with a district pursuant to RCW 28B.50.533. Enrollments reported on this form generate state basic education funding which are paid to the technical college by the Office of Superintendent of Public Instruction (OSPI).

### Applicable Laws and Regulations

Direct basic education funding to technical colleges is made possible by Chapter 223, Laws of 1993. Funding is determined pursuant to chapter 28A.150 RCW, chapter 392-121 WAC, and the state Operating Appropriations Act. Unless otherwise stated, reporting rules and requirements for Form P-223TC are the same as rules and requirements for school district reporting on Form P-223, Monthly Report of School District Enrollment Eligible for Basic Support.

### Documentation for Audit Purposes

Colleges are required to retain P-223TC reports for six years. Documents supporting monthly enrollment counts are to be retained until the audit for the school year is complete. Enrollments are subject to audit by the Washington State Auditor's Office. Lack of adequate documentation can result in the recovery of state funding.

Documentation should permit the auditor to verify the FTE reported for each student and should provide evidence of the student's class attendance within the last 20 consecutive school days.

### References

- See WAC 392-121-187 for rules governing technical college direct-funded enrollment.
- See the School Apportionment and Financial Services Annual Enrollment Bulletin for additional guidelines and instructions on enrollment reporting at <http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

### Questions

For additional information contact **Becky McLean**, OSPI, School Apportionment and Financial Services, at **360-725-6306**.



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## DETAILED INSTRUCTIONS

On the lines provided, enter the college name, college term, report month, district name, county name, and district number. Prepare a separate report for each school district.

### Enrolled Students

Report the name of each enrolled student on the monthly count date. Report only students who are under 21 years of age at the beginning of the school year (September 1) and enrolled tuition free under an interlocal agreement with a school district pursuant to RCW 28B.50.533.

Do not report a student who meets any of the enrollment exclusions provided in WAC 392-121-108, who has missed twenty consecutive school days prior to the count day, or who has not yet attended class in the current school year.

Report only enrollment for which the student is earning high school graduation credit from a district. Do not report enrollment which is claimed by the district for state funding or which generates state or federal funding for higher education, adult education, or job training for the technical college.

### Nonvocational and Vocational Courses

Report, by grade level, nonvocational and vocational enrollments separately in the boxes provided. Report vocational enrollments only for courses in a vocational approved program or track taught by a vocationally certified instructor. Report the classification of instructional programs (CIP) codes in the appropriate column.

### Determining Full-Time Equivalent (FTE)

Determine each student's nonvocational and vocational FTE pursuant to WAC 392-121-122. If the student is enrolled exclusively in the technical college, report 1.00 FTE for 25 or more hours of enrollment per week; report a partial FTE if the student is enrolled for less than 25 hours.

**Example:** A student enrolled for 20 hours per week is reported as 0.80 FTE ( $20 \div 25$ ). See "Limitation on FTE Counts" below.

Enrolled hours include reasonable class change passing time but does not include lunch time. Report FTE rounded to two decimal places (e.g., 0.33).

### Limitation on FTE Counts

No student's combined nonvocational and vocational FTE can exceed 1.00 in any month.

**Example:** A student enrolled for 15 hours per week of vocational instruction and 15 hours per week of nonvocational instruction can be reported for 0.60 vocational FTE ( $15 \div 25$ ), and 0.40 nonvocational FTE ( $1.00 - 0.60$ ), or for 0.50 vocational FTE and 0.50 nonvocational FTE.

If a student is taking high school classes that are reported by a district for basic education funding, the combined FTE reported by the college and the district cannot exceed 1.00. The method of dividing the FTE is to be negotiated by the college and the district.

**Example:** A student enrolls one hour per day in a high school course and five hours per day in technical college courses. If the high school reports 0.20 FTE, the technical college can report no more than 0.80 FTE. The district and college may agree on some other method of dividing the 1.00 FTE.

Students enrolled in high school (11th or 12th grade) and Running Start (college) may not exceed the allowed combined maximum FTE of 1.20.

### Certification

Provide an original signature and date the completed Form P-223TC.