



SUPERINTENDENT OF PUBLIC INSTRUCTION

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September 8, 2017

(X) Action Required

(X) Informational

BULLETIN NO. 069-17 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Public Charter Schools
Tribal Compact Schools

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2017–18 Enrollment Reporting Handbook

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding
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PURPOSE

This bulletin provides notice that the updated 2017–18 Enrollment Reporting Handbook is available and is an attachment to this bulletin. This handbook provides school districts, educational service districts (ESDs), charter schools, tribal compact schools, and other users with a reference manual and the forms for reporting enrollment to School Apportionment and Financial Services (SAFS) at the Office of Superintendent of Public Instruction (OSPI).

CHANGES FOR 2017–18 AND CURRENTLY KNOWN CHANGE FOR 2018–19

- A. Transitional Bilingual Instructional Program (TBIP) by Grade Category
For the 2017–18 school year, TBIP enrollment will be reported by grade category; Grades K–6 and Grades 7–12. Form P-223 has been updated to include these new fields. Accordingly, enrolled students in grades K–6 who are eligible to be claimed for TBIP funding are reported in the TBIP K–6 field and enrolled students in grades 7–12 who are eligible to be claimed for TBIP funding are reported in the TBIP 7–12 field.
- B. Remote and Necessary and K–3 High Poverty Fields Removed From Form P-223
Starting with the 2017–18 school year, the K–3 High Poverty and Remote and Necessary fields (both headcount and full-time equivalent (FTE)) have been removed from Form P-223.

Since enrollment is reported at the school level now in the NEW enrollment application, the data needed to fund Remote and Necessary enrollment can be determined based on the numbers reported at each eligible Remote and Necessary school.

Additionally, since the 2017–18 funding for grades K–3 is identical for high poverty and non-high poverty schools, reporting K–3 enrollment separately in high poverty schools is not needed. However, if high poverty enhancements are provided in future school years, enrollment at high poverty schools can be extracted from the school level NEW enrollment application.

C. Kindergarten Reporting on Form P-223

Starting with the 2017–18 school year, Form P-223 will collect all kindergarten enrollment in one grade category. The previous two kindergarten grade categories; half-day kindergarten and full-day kindergarten have been consolidated into one – Kindergarten. Students enrolled in kindergarten for less than 1,200 weekly minutes (or 20 weekly hours) would be reported as a partial FTE in the kindergarten grade category.

D. Form P-223S (Nonstandard School Year) Reporting by Grade

Form P-223S used to report eligible student’s nonstandard school year enrollment has changed from reporting by grade categories to reporting by specific grades.

E. Change to the FTE Calculation for the 2018–19 School Year

The FTE calculation will change for the 2018–19 school year. For all grades, 1,665 weekly minutes (or 27 hours and 45 minutes) will equal 1.00 FTE. Currently, 1.00 FTE equals 1,200 weekly minutes for grades K–3 and 1,500 weekly minutes for grades 4–12.

HOW REPORTED ENROLLMENT IS USED

Enrollment reported to OSPI is used to determine state funding for basic education, special education, TBIP, Exited TBIP, vocational, skill center, 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.

ENROLLMENT REPORTING HANDBOOK AND UPDATES

The 2017–18 Enrollment Reporting Handbook and individual enrollment reporting forms are available on the SAFS website under Instructions, Enrollment Reporting, and at OSPI’s 2017–18 link at [2017-18 Enrollment Reporting website](#). Any corrections and updates during the school year will be posted to this website.

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INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact the appropriate ESD fiscal office or Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or by email at becky.mclean@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on OSPI's website at <http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

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Attachment: 2017–18 Enrollment Reporting Handbook

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