



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

July 3, 2018

(X) Action Required
(X) Informational

BULLETIN NO. 059-18 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Chief School District Administrators of Districts Operating Institutional Education Programs
Institutional Education Program Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Institutional Enrollment Reporting for the 2018–19 School Year

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

This bulletin provides instructions for reporting student enrollment in the following institutional education programs:

- Residential Habilitation Centers
- State Long-Term Juvenile Institutions
- State Operated Community Facilities
- County Juvenile Detention Centers
- Department of Corrections Facilities
- County or City Adult Jails

Enrollment reported on Form E-672 generates state institutional education program funding paid by the Office of Superintendent of Public Instruction (OSPI) to districts or other education providers.

CHANGES FOR THE 2018–19 SCHOOL YEAR

- A. Change to the Full-Time Equivalent (FTE) Calculation: Beginning with the September 2018 count, the FTE calculation will change. Enrolled institutional education program students scheduled to engage in a minimum of 1,665 weekly minutes (or 27 hours and 45 minutes) of educational activity will be reported as a 1.0 FTE. Students who are scheduled to engage

less than 1,665 weekly minutes of educational activity are reported as a partial FTE. To determine a student's partial FTE, divide the scheduled weekly minutes by 1,665.

- B. Professional Learning Days: For the 2018–19 school year, the state will provide an allocation for one day of professional learning for all state-allocated Certificated Instructional Staff (CIS). The allocation will be based on one additional day of salary and fringe benefits. The allocation for professional learning must be spent on professional learning as directed by [RCW 28A.150.415](#).

DUE DATES AND ROUTING OF FORM E-672

Form E-672 is due at OSPI September 18, 2018, and on the tenth **calendar day** of each month, October through July. If the tenth is a weekend or school holiday, the report is due on the following school day. The provisions of [chapter 392-117 WAC](#), Timely Reporting, apply to institution enrollment reporting. Failure to report by the due date or on the form required can result in reduction or delay of state apportionment payments to the district or other education provider.

FORM E-672, MONTHLY REPORT OF INSTITUTIONAL EDUCATION PROGRAM ENROLLMENT

Form E-672 used to report the institutional education program's monthly enrollment is attached to this bulletin. Enrollment definitions and instructions for completing Form E-672 are printed on the back of the form. Form E-672, as well as the 2018–19 Enrollment Reporting Handbook that provides additional enrollment reporting instructions are posted on the [School Apportionment and Financial Services \(SAFS\)](#) website.

LIMITATIONS ON ENROLLMENT COUNTS

Enrollment reported on Form E-672 is not reported on Forms P-223 and P-223H. A district cannot elect to report a full-time resident student who is confined and receiving all educational services at a state institution on the monthly count day on Forms P-223 and P223H. A full-time student at a state institution must be reported solely on Form E-672.

Students confined to a state institution on count day that may be receiving educational services at both the state institution and the district may be claimed as a partial full-time equivalent (FTE) on Forms E-672 and P-233, but the combined FTE cannot exceed 1.00. A part-time confined student cannot be claimed on Form P-223H.

Day reporting students applies to county juvenile detention center students only and they must meet the standard of "confined" in accordance with [RCW 13.40.020](#), in physical custody of the court, and are on the institution grounds for education pursuits. Students continuing in a day reporting school after previously confined to complete the school term can be claimed on the

BULLETIN NO. 059-18 SAFS

Page 3

July 3, 2018

district's Form P-223 for basic education funding and if applicable on the district's Form P-223H for special education funding.

Institutions, districts, or other education providers must work together to ensure that enrollment reporting is in compliance with WAC [392-121-107](#) and [392-122-221](#). To ensure students are not reported both for institution education funding, and for basic education and special education funding, state institutions will notify districts when they have claimed a student on their Form E-672. Districts must revise their Forms P-223 and P-223H removing the student's enrollment. Enrollment reporting on Forms P-223 and P-223H should not resume for such a student until the student returns to the district's school.

DOCUMENTATION REQUIRED FOR AUDIT

Supporting document of enrollments reported on Form E-672 must be retained for audit.

INFORMATION AND ASSISTANCE

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

This bulletin is also available on OSPI's [Bulletins](#) website.

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Financial Resources

T.J. Kelly
Director
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CR:bem

Attachment: Form E-672, Monthly Report of Institutional Education Program Enrollment

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