



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

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**MONTHLY REPORT OF INSTITUTIONAL EDUCATION
 PROGRAM ENROLLMENT**
 (See reverse side for instructions)

1. SERVING DISTRICT OR ESD NAME	2. COUNTY NAME	3. SERVING DISTRICT NO.	4. ESD NO.	5. REPORT MONTH
6. PROGRAM OR INSTITUTION NAME	7. NAME OF PERSON PREPARING THIS REPORT	8. TELEPHONE NUMBER		9. SCHOOL NUMBER
10. TYPE OF INSTITUTION (Check One) <input type="checkbox"/> Residential Habilitation Center <input type="checkbox"/> State (JRA) Long-Term Juvenile Institution <input type="checkbox"/> State Operated Community Facility <input type="checkbox"/> County Juvenile Detention Center <input type="checkbox"/> Department of Corrections Facility <input type="checkbox"/> County or City Adult Jail		11. ANNUAL NUMBER OF PROGRAM DAYS		SCHOOL YEAR 2018-19

INSTITUTIONAL EDUCATION PROGRAM ENROLLMENT				
Only include enrollment reported for Institutional Education Funding				
	Education site is the institution facility named in item 6. above		Education site is other than the institution facility named in item 6. above	
ON THE MONTHLY COUNT DATE	A. HEADCOUNT	B. FTE	C. HEADCOUNT	D. FTE
Residential Students				
Day Reporting Students (See the definition on the reverse side under Detailed Instructions)			N/A	N/A
Totals				

	E. HEADCOUNT	F. FTE
MENTALLY ILL OFFENDER UNIT at state long-term juvenile institutions		

CERTIFICATION	
<p>I hereby certify that all students reflected in this report are properly enrolled students of the school district or institution, that conversions to FTEs are in accordance with instructions, and that student records and other pertinent documents are readily available for audit.</p> <p>If "County Juvenile Detention Center" is checked in item 10. "Type of Institution" above, I certify that all students reported meet the definitions of "confinement" according to RCW 13.40.020 and that the facility meets the definition of "detention facility" according to RCW 13.40.020.</p>	Acknowledged
ORIGINAL SIGNATURE OF PROGRAM ADMINISTRATOR	ORIGINAL SIGNATURE OF SCHOOL DISTRICT OR ESD SUPERINTENDENT OR AUTHORIZED OFFICIAL

INSTRUCTIONS FOR COMPLETING FORM SPI E-672

GENERAL INSTRUCTIONS

Count Dates

School districts and other education providers are to report enrolled students as of the fourth school day of September and the first school day of the months of October through July.

Due Dates and Routing of Form E-672

Reports are due at the Office of Superintendent of Public Instruction (OSPI), School Apportionment and Financial Services, on September 18 and the tenth calendar day of each month, October through July.

Completed Form E-672 can be faxed to 360-664-3683 or mailed to:

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
School Apportionment and Financial Services
Old Capitol Building
P.O. Box 47200
OLYMPIA, WA 98504-7200

Timely reporting rules (chapter 392-117 WAC) apply. Failure to report by the due date or on the form required may result in the delay or reduction of state allocations.

Purpose

School districts or ESDs use this form to report state institutional education program enrollment for residential habilitation centers, state long-term juvenile institutions, state operated community facilities, county juvenile detention centers, Department of Corrections facilities, and county or city adult jails.

Enrollment reported on Form E-672 is used by OSPI to calculate allocations of state funding for institutional education programs.

Enrollment Definitions

Enrolled institutional education student (WAC 392-122-220) is a person who:

- (a) Is in a program in a Department of Corrections or City or County Adult Jail facility and is under 18 years of age, or is 18 years of age and is continuing in the institutional education program with the permission of the facility and the education provider; or
(b) Is in a residential institution other than the Department of Corrections or an Adult Jail and is under 21 years of age at the beginning of the school year.
- Is scheduled to engage in educational activity in the institutional education program during the current week.
- During the current school year, has engaged in educational activity in the institutional education program provided or supervised by educational certificated staff.
- Does not qualify for any of the enrollment exclusions in WAC 392-122-221.

Educational activity (WAC 392-122-212) means the following teaching and learning experiences:

- Instruction, testing, counseling, supervision, advising, and other services provided directly by certificated staff or by classified staff who are supervised by certificated staff.
- Up to one hour per day of scheduled study time if the study is in conjunction with other educational activity and if the study is monitored by educational staff who are present during the study.
- Up to two hours per day of individual study conducted by a student when educational staff are not present if all of the following conditions are met:
 - The study is in pursuit of high school graduation credit, or the study is in a Department of Corrections facility and is in pursuit of a certificate of educational competence per RCW 28B.50.536 and chapter 131-48 WAC.
 - The study is part of a program of instruction defined by a certificated employee who evaluates the student's progress in that program.
 - The student is making progress in the program.
 - The study is not counted as work training experience per No. 4. below.
 - Combined individual study time and scheduled study time per No. 2. above claimed in determining the student's full-time equivalent per WAC 392-122-225 do not exceed two hours per day.
- Work-based learning meeting the requirements of WAC 392-410-315 will be reported in a student's full-time equivalent enrollment per WAC 392-121-124.

Excused absence means an absence from scheduled educational activity due to illness; attendance in court; or a meeting with a lawyer, case worker, counselor, physician, dentist, nurse, or other professional service provider.

Full-time equivalent (FTE) students are defined in WAC 392-122-225 and 392-122-228.

Limitations on Enrollment Counts

Enrollment reported on Form E-672 is not reported on Forms P-223 and P-223H, except for Transitional Bilingual Instructional Program (TBIP) and Exited TBIP. 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 P-223H to generate basic education and special education funding instead of institutional education funding. 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 FTE on Forms E-672 and P-223, but the combined FTE cannot exceed 1.00. A part-time confined student cannot be claimed on Form P-223H.

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 that students are not reported both for institution education funding, and for basic education and special education funding, state institutions will notify districts or other education providers when they have claimed a student on their Form E-672. LEAs 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 LEA.

For TBIP and Exited TBIP only, a student who qualifies to be claimed for this funding can be reported on an LEA's P-223 in the TBIP and Exited TBIP fields only.

References

- Refer to the School Apportionment and Financial Services Annual Enrollment Bulletin for instructions related to other enrollment reporting.
- Questions may be directed to **Becky McLean**, School Apportionment and Financial Services, at **360-725-6306**.

DETAILED INSTRUCTIONS

Enter the ESD, county, and district numbers at the top of the form. In boxes 1–9, enter serving district name, county name, serving district number, ESD number, report month, program or institution name, person preparing the report, telephone number, and school number, respectively. In box 10, check the type of institution. Check one box only. In box 11, enter the number of planned program days of instruction for the school year.

Residential Students: Students whose living accommodations are at the institution. These students may leave the institution grounds during the day but return to the institution to sleep.

Day Reporting Students: For county juvenile detention centers only, students whose residence or living accommodations are not at the institution, but the court requires that they attend the day reporting school. These students must meet the standard of "confined" in accordance with RCW 13.40.020, in physical custody of the court, are on the institution grounds for education pursuits, due to a court order which requires attendance at day reporting, not on probation, and not previously confined and completing the school term.

Mentally Ill Offender Unit Students: Students residing at a state long-term juvenile institution and housed in a mentally ill offender unit.

Columns A–F: All counts are as of the monthly count date and are included in the respective Totals box.

Columns A and B: Using the definition of "Residential Students" and "Day Reporting Students" above, enter the headcount and FTE of enrolled education students whose education site is the institution facility named in item 6. in the respective boxes.

Columns C and D: Using the definition of "Residential Students" and "Day Reporting Students" above, enter the headcount and FTE of enrolled education students whose education site is other than the institution facility named in item 6. in the respective boxes. For Community Facilities and Day Reporting educational programs, institutional education services may only be conducted on-site at the institution facility.

Columns E and F: Enter the headcount and FTE of students housed in a mentally ill offender unit. This headcount and FTE should be included in Columns A–D and reported discretely again in Columns E and F.

Certification: Sign and date the completed Form E-672.



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