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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 11, 2015

(X) Action Required  
(X) Informational

### MEMORANDUM NO. 041-15M SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents  
Technical College Presidents  
Technical College Business Managers

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

RE: Direct Funding to Technical Colleges for High School Students for 2015–16 School Year

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

#### **Purpose**

This memorandum informs technical colleges of the requirements for receiving direct state funding for high school students enrolled under an interlocal agreement with a school district.

#### **Changes This Year**

There are no changes for the 2015–16 school year.

#### **Requirements for Direct Funding to Technical Colleges**

To receive direct state funding for high school students, the technical college must complete the following steps:

##### **1. Complete Interlocal Agreements**

Prior to claiming direct state funding, the technical college must complete interlocal agreements with the school districts for which students are to be reported by the technical college. Agreements should state the duration of the agreement and describe the educational services to be provided to high school students by the

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college on behalf of the school district. Agreements should also state whether funding provided by the state for students is to be paid directly to the college or if the college chooses to receive funding through the school district. Agreements must be signed by authorized representatives of the college and school district.

## **2. Apply to OSPI**

Technical colleges apply for direct funding by submitting a letter and a copy of signed interlocal agreements to the Office of Superintendent of Public Instruction (OSPI), School Apportionment and Financial Services. If the college will claim direct funding for students with disabilities, this, too, should be stated in the letter and agreements.

## **3. Report Enrollment**

Technical colleges report the eligible students who are enrolled on each monthly count day and do not meet any of the enrollment exclusions provided in WAC 392-121-108. The count days are the fourth school day of September and the first school day of each of the next nine months, October through June.

Attached to this memo is Form P-223TC, Monthly Report of Technical College Enrollment Eligible for Basic Education Support. Instructions on completing this form are printed on the back of the form. Technical colleges may use an alternative (computer-generated) report form for their internal purposes if the alternative form provides all the data required on Form P-223TC, including the authorized signature. Technical colleges provide a copy of Form P-223TC (or the alternative form) to each school district whose students are reported.

If students reported on Form P-223TC are also attending classes provided by the school district and claimed for basic education funding by the school district, the college and school district need to collaborate on each month's report in order to prevent a student's combined full-time equivalent (FTE) from exceeding 1.00 FTE in any month or 1.00 annual average FTE in any school year. (See WAC 392-121-136.)

Technical colleges submit enrollment to the educational service district (ESD) using the Education Data System (EDS) through the internet. The report for September is due at the ESD by September 16. Refer to Section 4.B. of the 2015–16 Enrollment Reporting Handbook available on the School Apportionment and Financial Services website: <http://www.k12.wa.us/safs/INS/ENR/1516/eh.asp> for the remaining ESD due dates for the months, October through June.

Provisions of chapter 392-117 WAC, Timely Reporting, apply. Late reporting can result in the reduction or delay of state apportionment payments. Revised reports are to be submitted if errors are found prior to completion of the audit of the school year by the State Auditor's Office.

#### **4. Retain Documentation**

Copies of monthly P-223TC reports are to be retained for six years. Additionally, documentation supporting monthly enrollment counts must be retained until the audit for the school year has been completed. Refer to Section 9. of the 2015–16 Enrollment Reporting Handbook found at <http://www.k12.wa.us/safs/INS/ENR/1516/eh.asp> for a list of supporting documentation.

Enrollment reported on Form P-223TC generates state moneys and is subject to audit by the Washington State Auditor's Office. Audit findings and exceptions can result in the recovery of state moneys.

#### **Verification of Vocational Approval**

Technical colleges will be required to verify state approval for vocational courses that generate vocational FTEs reported on Form P-223TC. Note: Classification of instructional programs (CIP) codes is required on Form P-223TC. A listing of CIP codes is available on the OSPI Career and Technical Education website: <http://www.k12.wa.us/careerTechEd/courseapproval.aspx>.

#### **Rules**

Rules governing direct funding to technical colleges are contained in WAC 392-121-187. Other rules pertaining to the claiming of enrollment for basic education funding are contained in WAC 392-121-106 through 392-121-188. These rules are discussed in the 2015–16 Enrollment Reporting Handbook available at <http://www.k12.wa.us/safs/INS/ENR/1516/eh.asp>.

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### **Questions**

Questions regarding this memorandum or Form P-223TC may be directed to Becky McLean, School Apportionment and Financial Services, at 360-725-6306 or [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us). The agency TTY number is 360-664-3631. This information is also available on our website: <http://www.k12.wa.us/safs/INS/ENR/1516/eh.asp>.

### K-12 FINANCIAL RESOURCES

JoLynn Berge  
Chief Financial Officer

### SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

T.J. Kelly  
Director

RD:bem

Attachment – Form P-223TC, Monthly Report of Technical College Enrollment Eligible for Basic Education Support

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200.; or [equity@k12.wa.us](mailto:equity@k12.wa.us).