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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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**Randy I. Dorn** Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

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August 11, 2015

(X) Action Required

(X) Informational

### MEMORANDUM NO. 042-15M SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

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

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

**RE:** Institutional Enrollment Reporting for 2015–16 School Year (Form E-672)

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

- Residential Habilitation Centers
- State (JRA) Long-Term Juvenile Institutions
- State Operated Group Homes
- County Juvenile Detention Centers
- Department of Corrections Facilities
- County or City Adult Jails

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

#### **Changes This Year**

There are no changes for 2015–16.

### **Due Dates and Routing of Form E-672**

Form E-672 is due at OSPI September 16, 2015, 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.

### **Attachment**

Form E-672, Monthly Report of Institutional Education Program Enrollment, is attached to this memorandum. Enrollment definitions and instructions for completing Form E-672 are printed on the back of the form. Additional forms can be found on the School Apportionment and Financial Services (SAFS) website at:  
<http://www.k12.wa.us/safs/INS/ENR/1516/eh.asp>.

Additional enrollment reporting instructions are discussed in the 2015–16 Enrollment Reporting Handbook available on the SAFS website at:  
<http://www.k12.wa.us/safs/INS/ENR/1516/eh.asp>.

### **Limitations on Enrollment Counts**

Enrollment reported on Form E-672 is not reported on Form P-223 or on Form P-223H. A school 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. 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 school district may be claimed as a partial full-time equivalent (FTE) on Forms E-672 and Form P-223, 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 centers students only and they 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. Students continuing in a day reporting school after previously confined to complete the school term can be claimed on the district’s Form P-223 for basic education funding.

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Institutions, school 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 school districts when they have claimed a student on their Form E-672. School 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 be resumed for such a student until the student returns.

### **Documentation Required for Audit**

Supporting documentation of enrollments reported on Form E-672 is to be retained for audit.

### **Questions**

Questions regarding institutional education enrollment reporting and Form E-672 should be directed to Becky McLean, SAFS, 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 at: <http://www.k12.wa.us/safs/>.

### **K-12 FINANCIAL RESOURCES**

JoLynn Berge  
Chief Financial Officer

### **SCHOOL APPORTIONMENT AND FINANCIAL SERVICES**

T.J. Kelly  
Director

RD:bem

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

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).