



SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 12, 2015

(X) Action Required
(X) Informational

MEMORANDUM NO. 043-15M SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District (ESD) Superintendents
Chief School District Administrators of Districts and ESDs Operating Open Doors [1418] Programs
Open Doors [1418] Program Administrators

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

RE: Open Doors [1418] Programs Enrollment Reporting for 2015–16 School Year

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

Purpose

This memorandum provides enrollment reporting instructions for Open Doors [1418] programs, as well as the 2015–16 funding rates for these programs. Open Doors [1418] programs are statewide dropout reengagement programs that have been approved by the Office of Superintendent of Public Instruction (OSPI) and are operating pursuant to RCW 28A.175.100 and Chapter 392-700 WAC. For detailed guidance, as well as sample forms, refer to the Open Doors [1418] program website at: <http://www.k12.wa.us/GATE/SupportingStudents/StudentRetrieval.aspx>.

Open Doors [1418] programs can claim students for state funding that have met the eligibility and enrollment reporting requirements.

Eligibility Requirements

An eligible student is one who is:

- Between the age of 16 to 21 as of September 1, 2015,
- Has not met the district's high school graduation requirement or earned a college degree,

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- Is not currently enrolled in any high school program excluding approved skill center, Jobs for Washington's Graduates, or Running Start programs,
- Is a resident of the reporting school district or has a completed choice transfer in place to attend the reporting district as a nonresident student. For direct-funded technical college programs, an interlocal agreement is in place with the student's resident district,
- Has not exceeded the 1.0 Annual Average Full-Time Equivalent (AAFTE) pursuant to WAC 392-121-133 to include prior enrollment in a high school, private school, and home based instruction, **and**
- At the time of enrolling in the program, is significantly behind in credits based on the student's cohort graduation date. Refer to WAC 392-700-035(1)(c) for the rules to determine a student's credit deficiency.

If after the credit deficiency calculation is run and the student is deemed not to be credit deficient, a recommendation from a case manager from the Department of Social and Health Services, the juvenile justice system, district designated school personnel, or staff from a community agency which provides educational advocacy services can be used to support the student's eligibility to enroll.

Enrollment Reporting Requirements

A student can be claimed for state funding who on the program's monthly count day has met the eligibility requirement, is enrolled in an Open Doors [1418] program (has not withdrawn, dropped out, been suspended, or expelled from the program), is not confined and expected to engage in education services at a state institution, and has met the following requirements. Count day is the fourth instructional day of September and the first instructional day for the months; October through August.

- For the first month of the student's enrollment in the Open Doors [1418] program, has participated in instruction, case management, career counseling and/or academic counseling on or before the monthly count day.
- For the remaining months of program enrollment, has met the following requirements:
 - Attendance period requirement in the prior month as defined in WAC 392-700-015(3),
 - Weekly Status Check requirement in the prior month as defined in WAC 392-700-015(23), **and**
 - For below 100 level classes and after being claimed for three prior months, earned an indicator of academic progress as defined in WAC 392-700-015(15) or a credential as defined in WAC 392-700-015(11).

Full-Time Equivalent (FTE) Calculation

Programs will determine a student's FTE on each monthly count day based on the student's enrolled course level. For below 100 level classes, FTE is determined based on the program's annual instructional hours. A program providing 900 annual hours of instruction can claim an eligible student enrolled in one below 100 level class as a 1.0 FTE. Below 100 level classes are limited to be claimed as a nonvocational FTE.

College level class FTE is based on the student's enrolled college credits. Fifteen college credits equal 1.0 FTE. College level classes can be claimed as both a nonvocational and vocational FTE.

Careful attention must be taken to ensure that no student is claimed for more than 1.0 FTE when concurrently enrolled in a Jobs for Washington Graduate program. Additionally, no Open Doors [1418] student enrolled in a skill center and/or Running Start program can exceed the FTE limitation provided in WAC 392-121-136.

How and When to Report Open Doors [1418] Enrollment

Open Doors [1418] programs use the attached paper Form P-223-1418 to report their monthly enrollment to the school district or direct-funded technical college that is authorized to report the program's enrollment. This form is due to the reporting school district or direct-funded technical college on September 14 and the eighth calendar day of the months October through August. If the actual enrollment is not known by the due date, programs should submit an estimate Form P-223-1418 to meet the due date and then submit a revised Form P-223-1418 when the actual enrollment is known.

The school district or technical college includes the program's enrollment on the electronic EDS Form P-223.

Funding

The Open Doors [1418] programs are funded based on a 10-month average of the program's total monthly reported enrollment. The Running Start rates are used to fund these programs. For the 2015–16 school year, these rates are **\$6,308.69** per nonvocational AAFTE and **\$6,608.71** per vocational AAFTE.

School districts and direct-funded technical colleges may retain a percentage of the allocations, as well as consortium leads. Refer to the program's Letter of Intent and Scope of Works submitted to OSPI for program approval to determine these percentages.

Documentation Required for Audit

Programs are required to retain for audit purposes evidence of student's eligibility, as well as student's meeting the enrollment reporting requirements. Refer to detailed documentation guidance posted on the Open Doors [1418] program website: http://www.k12.wa.us/GATE/SupportingStudents/pubdocs/OD1418_DocRqrmntsAttndnc eWklyStatus_0415.pdf.

Enrollments are subject to audit by the Washington State Auditor's Office. Lack of adequate documentation can result in the recovery of state moneys.

Questions

If you have questions, please contact the following:

- Becky McLean, Program Supervisor, Enrollment Reporting and Categorical Funding, regarding enrollment reporting and funding at 360-725-6306, or at becky.mclean@k12.wa.us.
- Laurie Shannon, Graduation Specialist, regarding Open Doors [1418] program aspects at 360-725-4472, or at laurie.shannon@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 P-223-1418, Monthly Report of Approved Open Doors [1418] Youth Reengagement Program Eligible 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.