



SUPERINTENDENT OF PUBLIC INSTRUCTION

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

January 22, 2016

(X) Action Required
(X) Informational

MEMORANDUM NO. 003-16M SCHOOL APPORTIONMENT AND FINANCIAL SERVICES/SPECIAL EDUCATION

TO: Educational Service District Superintendents
School District Superintendents
Assistant Superintendents for Business and/or Business Managers
School District Special Education Directors

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

RE: Student Enrollment in State Schools that are Identified as the Center for Childhood Deafness and Hearing Loss (CCDHL) and Washington State School for the Blind (WSSB)

CONTACT: Becky McLean, 360-725-6306, becky.mclean@k12.wa.us
Mary Ellen Parrish, 360-725-6075, maryellen.parrish@k12.wa.us
Agency TTY 360-664-3631

Purpose

This memorandum provides guidance to school districts regarding their responsibility for students attending a state school identified as the Center for Childhood Deafness and Hearing Loss (CCDHL), also known as the Washington School for the Deaf, and the Washington State School for the Blind (WSSB) pursuant to RCW 72.40.010.

Definition of Resident Student, Day Student, and Diagnostic Placement Student

The rules regarding a school districts' ability to claim students for state funding that attend a state school and the school districts' responsibility for providing financial support to such students differs based on whether the student is a resident of a state school, is a day student attending a state school, or is in a diagnostic placement at a state school. Throughout this memorandum, the following definitions apply to resident students, day students, and students in a diagnostic placement.

January 22, 2016

- Resident student is defined as one who has been accepted for residential enrollment at a state school, has been assigned housing, and spends four or more nights during a calendar week at the state school.
- Day student is defined as one who attends a state school during the school day pursuant to an interagency agreement between the student's resident district and the state school, but returns home at night.
- Diagnostic placement student is one who has been accepted at a state school for purposes of evaluating whether the state school can meet the student's needs.

Enrollment Reporting

A resident student at a state school may not be claimed by a school district on either the district's Form P-223 for basic education funding or the district's Form P-223H for special education funding. The state school is responsible to report the resident student's enrollment in the Comprehensive Education Data and Research System (CEDARS).

A day student enrolled in a state school may be claimed by the resident district on the district's Form P-223 and Form P-223H provided an interagency agreement is in place between the state school and the district prior to the monthly count day, and the student meets the enrollment reporting requirements outlined in WAC 392-121-106 through WAC 392-121-188 and WAC 392-122-135. The interagency agreement should indicate which entity is to report the student's enrollment to CEDARS and, if both entities are to report the student, whom shall report the student as Primary=Yes.

A diagnostic placement student at a state school who has not participated at a school in their school district of residence during the current school year, or who has been absent from the district's school for twenty consecutive school days, may not be claimed on the district's Form P-223. Additionally, a diagnostic placement student may not be claimed on the district's Form P-223H if the district has not provided the student special education services on or before the monthly count day, but within the prior month. The resident district reports the student's enrollment during the diagnostic placement period in CEDARS.

Conditional Acceptance of Resident Students

State schools may have policies in place to deny admission to a resident student if the state school concludes it is not equipped to meet the needs of the student. The school district and state school may override the denial of the admission decision by entering into an interagency agreement whereby the district agrees to provide additional support to the state school through payment of local district revenue. However, the school district may not claim a resident student of a state school for basic education funding on the district's Form

January 22, 2016

P-223 or special education funding on the district's Form P-223H and may not be eligible for safety net funding for this student.

Transportation Responsibility

For resident students, pursuant to RCW 72.40.090, the state school may arrange and provide weekend transportation for these students to and from the state school at no cost to students and parents, as allowed within the appropriations allocated to the state schools. The district may assist in the weekend transportation of state school's resident students; however, the district's cost to provide such transportation cannot be coded to Program 99.

For day students, transportation to the state school is the responsibility of the resident district pursuant to WAC 392-172A-02095 provided the student's enrollment in the state school was made through an interagency agreement between the district and the state school. The district cost to transport day students can be coded to Program 99.

For diagnostic placement students, transportation to and from the state school shall be the responsibility of the student's resident district only if the student's placement was made pursuant to an interagency agreement for purposes of evaluating if the state school can meet the student's needs. When an interagency agreement is in place, the district cost to transport diagnostic placement students can be coded to Program 99.

Safety Net Submission

State schools are eligible to apply for special education safety net funding on behalf of resident students attending state schools. School districts are eligible to apply for special education safety net funding on behalf of day students attending state schools. School districts are also eligible to apply for special education funding for diagnostic placement students, but such applications are subject to the enrollment reporting requirements in this memorandum.

January 22, 2016

Questions

If you have questions, please contact the following:

- Becky McLean, Program Supervisor, Enrollment Reporting and Categorical Funding, regarding enrollment reporting at 360-725-6306, or at becky.mclean@k12.wa.us.
- Mary Ellen Parrish, Program Supervisor, Special Education, regarding safety net and Federal Child Count reporting at 360-725-6075, or at maryellen.parrish@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

T.J. Kelly, Director
School Apportionment and
Financial Services

K-12 EDUCATION

Gil Mendoza, Ed.D.
Deputy Superintendent

SPECIAL EDUCATION

Douglas H. Gill, Ed.D.
Assistant Superintendent

RD:bem/mep