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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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September 30, 2016

(X) Action Required  
Date Due: November 16, 2016  
( ) Informational

### MEMORANDUM NO. 043-16 SECONDARY EDUCATION & STUDENT SUPPORT

TO: Educational Service District Superintendents  
Private Schools Chief Administrators  
Private School District Administrators

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

RE: Private School Enrollment: 2016–17 (Form SPI P105B)  
Private School Enrollment Report: Extension Program for Home-Based  
Instruction 2016–17 (Form SPI P105HB)  
Private School Enrollment Report: Online Program 2016–17 (Form SPI P105OL)  
Administrative and Instructional Staff Report 2016–17 (Form SPI 1570)

CONTACT: Laura Moore, Project Specialist for Private Education  
360-725-6433, [laura.moore@k12.wa.us](mailto:laura.moore@k12.wa.us)  
Agency TTY: 360-664-3631

#### **Private School Enrollment Report Form (Form SPI P105B)—Regular Students and Private School Enrollment Report—Extension Program in Home-Based Instruction (Form SPI P105HB)**

RCW [28A.195.060](#) requires private schools in Washington state to report student enrollment annually. The information provided by your school on Form SPI P105B, Form SPI P105HB and Form SPI P105OL fulfills this statutory requirement and gives state officials data that is used to predict enrollment trends in our state. In addition, the enrollment counts are used to establish federal funding levels and each approved, non-profit private school's eligibility for participation in federal programs. In order to be considered in compliance with state and federal laws, required forms must be submitted no later than **November 16**. As October 1 falls on a weekend, the enrollment count will be based on those students enrolled in your school as of October 3 for this year. The application will open on **October 3**.

The Private School Enrollment Report: Extension Program in Home-Based Instruction, Form SPI P105HB, is required **only** for schools currently approved to offer an extension program as defined in RCW [28A.195.010](#)(4).

### **Online Enrollment Form**

This form is for reporting those students who are in an online school or program attached to your regular school. In order to provide information for education forecasting, we need to have the number of students, by grade level and ethnicity in your online school/programs.

### **Administrative and Instructional Staff Report 2016–17 (Form SPI 1570)**

Use this form to submit all administrative and instructional staff information (the form can be accessed by clicking on the “Staff Report” tab at the top of the P105B opening page). This report should include the head of school and all instructional staff only. Teachers who do not hold a valid Washington state teaching certificate, but meet the requirements of WAC [180-90-112\(5\)](#), must be under the general supervision of a Washington state certificated teacher. The form must be completed by schools that were re-approved this year, as well as schools receiving initial approval.

### **Instructions on Accessing the Reports**

Please follow these instructions carefully in order to submit the annual enrollment and staff report.

1. Log on to <https://eds.ospi.k12.wa.us/login.aspx>.
2. Enter your username (email address) and password. If you are a new school, please contact Laura Moore at [laura.moore@k12.wa.us](mailto:laura.moore@k12.wa.us) to obtain a username and password if not already provided. If you have an existing account, your username and password will remain the same as for your “Private Education Approval.” If you wish to change your password, enter your username and password and click “Login.” On the “Home” tab, select the “Change Password” link and follow the instructions provided for changing your password.
3. If you have misplaced your password, the system can send a temporary password to the primary email address listed in your EDS Personal Information. Click the “Forgot your password?” link located under the “Login” button.
4. After you have entered your username and password, click “Login.”
5. Under the list of your applications, you will find the P105B application set.
6. When the initial page opens, select P105B and click “View.” In order to complete this application, you will need your total enrollment count by grade level, gender, and ethnicity as of **October 3**. Be sure to enter the total number of students *enrolled* on October 3, which is not necessarily the number of students in attendance on October 3.

NOTE: This electronic application will only accept whole numbers. If you are unsure of the ethnicity of a student or the student’s ethnicity is of multiple races, use the “Other” columns, by gender and grade level.

7. Once you have completed the electronic form, make sure to click “Submit” at the very bottom of the report. Upon successful completion, you will receive a message that states “Data Saved Successfully” or “Report submitted by \_\_\_\_\_ on (date).” If you only have regular education students in your school, your enrollment reporting is finished and you may go to Step 10. If you have other students continue with Step 8.

8. If you are currently approved to operate an extension program for home-based instruction students, you will need to complete the appropriate report by selecting P105HB. Click "View." Be sure to enter the total number of students enrolled on October 3 as in #6 above. This is not necessarily the number of students in attendance on October 3. Upon successful completion (clicking on Submit), you will receive a message that states "Data Saved Successfully or "Report submitted by \_\_\_\_\_ on (date)." You are now ready to choose your next report.
9. The online reporting form (P105OL), based on the P105B and HB, is for reporting those students who are in an online school or program attached to your regular school. In order to provide information for education forecasting, we need to have the number of students, by grade level and ethnicity in your online school/programs. The form is completed in the same manner as the P105B and HB with the same message upon submission.

Note: The enrollment reports must be "**submitted**." Failure to do so will cause problems with later applications, i.e., Private Participation in Federal Programs.

10. Next select the "Staff Report" tab at the top of your screen (new schools will have to enter all staff as new). This will open a report that has been pre-populated with the last reported staff information. You then have the capability to edit or delete current staff information. If you have not done so already, you will need to make sure that all non-certificated staff have their qualifications entered into the system. There are three options at the bottom of the screen; when one is selected, an explanation box will appear where the qualifications can be added.
11. You are now ready to add any new staff. The form will walk you through a series of questions regarding new staff members. Tip: enter new certificated instructional staff members first—they serve as supervisors for non-certificated instructional staff. You must enter their Washington state certificate number. This number is included with non-certificated staff they will supervise. The process will provide you with several options for adding staff or providing us with more detailed information on the qualifications of your staff. This will allow us to look at your staffing to determine if there are potential problems with staff not meeting required instructional staff qualifications (WAC [180-90-112](#) and [180-90-160](#)).

Make sure that you include your head of school/principal on the staff listing. Other administrative staff are not included.

NOTE: Upon successful completion of each addition, you will receive a message that states "Record Added Successfully." This electronic application will give you red text when deficiencies are present and note where more information is needed.

At the bottom of the form, you will see a "Save" button. Once clicked this will save the information and allow you to leave the application and return later. Once finalized, the report must be submitted by clicking on the "Submit" button on the opposite side of the bottom of the page.

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If you have any questions, please contact Laura Moore at 360-725-6433, [laura.moore@k12.wa.us](mailto:laura.moore@k12.wa.us). The agency TTY is 360-664-3631.

Please make a copy of the forms for your school, file and submit electronically by **November 16**.

Thank you for your prompt response.

#### K-12 EDUCATION

Gil Mendoza, Ed.D.  
Deputy Superintendent

#### SECONDARY EDUCATION & STUDENT SUPPORT

Dan Newell  
Assistant Superintendent

Dixie Grunenfelder, Director  
Secondary Education

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