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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 5, 2016

(X) Action Required  
(X) Informational

### MEMORANDUM NO. 039-16M SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District (ESD) Superintendents  
Chief School District Administrators of Districts, Tribal Compact Schools,  
and ESDs Operating Open Doors Programs  
Open Doors Program Administrators

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

RE: Open Doors Program Enrollment Reporting for 2016–17 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 provides enrollment reporting instructions for Open Doors programs, as well as the 2016–17 funding rates for these programs. Open Doors 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 program website at:  
<http://www.k12.wa.us/GATE/SupportingStudents/StudentRetrieval.aspx>.

Open Doors 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 as of September 1, 2016, and age 20 as of August 31, 2016,
- Has not met the high school graduation requirements of the reporting district, tribal compact school, or direct-funded technical college or earned a college degree,

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- Is not currently enrolled in any high school classes that receive state basic education funding, excluding approved skill center, Jobs for Washington's Graduates, or Running Start programs,
- Is a resident of the reporting district or has a completed choice transfer or interdistrict agreement 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. For tribal compact school programs, choice transfers or interdistrict/interlocal agreements are not required,
- 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 requirements, is enrolled in an Open Doors program (has not withdrawn, or dropped out 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 of October through August.

- For the first month of the student's enrollment in the Open Doors 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(24), **and**
  - For below 100 level classes, made satisfactory progress as defined in WAC 392-700-160(2).

### **Full-Time Equivalent (FTE) Calculation**

Programs will determine a student's FTE on each monthly count day based on the student's level of enrolled courses. 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 a 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 or receiving special education services outside of the program. Additionally, no Open Doors 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 Enrollment**

Open Doors programs use the attached paper Form P-223-1418 to report their monthly enrollment to the district, tribal compact school, or direct-funded technical college that is authorized to report the program's enrollment. This form is due to the reporting district, tribal compact school, or direct-funded technical college on September 19 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 district, tribal compact school, or technical college includes the program's enrollment on the electronic EDS Form P-223.

### **Funding**

The Open Doors 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 2016–17 school year, these rates are **\$6,380.15** per nonvocational AAFTE and **\$6,683.30** per vocational AAFTE.

Districts, tribal compact schools, 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 Work 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 program website: [http://www.k12.wa.us/GATE/SupportingStudents/pubdocs/OD1418\\_DocRqrmntsAttndnc eWklyStatus.pdf](http://www.k12.wa.us/GATE/SupportingStudents/pubdocs/OD1418_DocRqrmntsAttndnc eWklyStatus.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](mailto:becky.mclean@k12.wa.us).
- Laurie Shannon, Program Supervisor, Graduation and Reengagement Program, regarding Open Doors program aspects at 360-725-4472, or at [laurie.shannon@k12.wa.us](mailto: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

EXECUTIVE SERVICES

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

Ken Kanikeberg  
Chief of Staff

RD:bem

Attachment – Form P-223-1418, Monthly Report of Approved Open Doors (OD) Youth Reengagement Program Eligible Enrollment