

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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April 9, 2021

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(X) Informational

BULLETIN NO. 020-21 LEARNING AND TEACHING

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
High School Principals

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Associated Student Body (ASB) and Extracurricular Activities:
New Reporting Dates and Requirements for High Schools

CONTACT: Ken Turner, Health and Physical Education Program Supervisor
360-725-4977, ken.turner@k12.wa.us

PURPOSE

This bulletin provides instruction for required reporting and notifies school districts of date changes for reporting and posting required data elements related to Associated Student Body (ASB) fee policies and the participation of students from low-income families in extracurricular activities.

BACKGROUND

Extracurricular activities, including school-based athletic programs and other optional noncredit school clubs, are an important part of enriching a student's educational experience. The Legislature finds that student fees associated with obtaining Associated Student Body (ASB) cards and participating in extracurricular activities may create barriers to participation, especially for students from low-income families.

In 2020, the Legislature passed [House Bill 1660](#) – *Relating to the participation of students from low-income families in extracurricular activities*. This bill aims to increase participation in extracurricular activities by:

- Creating equitable access to extracurricular opportunities that improve academic, social, and emotional outcomes;
- Collecting and analyzing data; and
- Addressing barriers to extracurricular activities, such as ASB fees.

2021 DATA COLLECTION, PUBLISHING, AND REPORTING DEADLINES

[RCW 28A.320.540](#) and [RCW 28A.320.580](#) established the initial and annual deadlines for data collection, publishing, and reporting of extracurricular activities by school districts. Due to school reopening timelines and sports calendar changes, the deadlines for 2021 have been adjusted as shown below.

Requirement	Original 2021 Due Date	2021 Extended Due Date
Beginning April 1, 2021, and by April 1st annually thereafter, school districts must collect and report to the associated student body executive board the data related to students in possession of associated student body cards and student participation in school-based athletic programs. This data must include at least two weeks of data from the beginning of spring athletics season.	April 1, 2021	May 15, 2021
Beginning April 15, 2021, and by April 15th annually thereafter, school districts must publish the data related to student possession of an associated student body card and student participation in school-based athletic programs to their website (RCW 28A.325.050).	April 15, 2021	June 1, 2021
Beginning June 1, 2021, and by June 1st annually thereafter, a school district with a high school that does not meet or exceed one or more of the opportunity gap reduction goals described in RCW 28A.320.560 or 28A.320.570 must develop, submit, and implement an extracurricular activity opportunity gap reduction plan (RCW 28A.320.580).	June 1, 2021	July 1, 2021

DATA REPORTING

The Office of Superintendent of Public Instruction (OSPI) developed a reporting tool for business managers to submit their data into Smartsheet Dynamic View and then receive an email back from OSPI with a PDF document to post on the high school's website (see [report template](#)). OSPI created a primary contact list for Smartsheet; district business managers will receive an email from OSPI to activate their Smartsheet account to access the reporting tool. The reporting tool will collect the following:

- a) The total number of high school students and the number of high school students who are from low-income families.
- b) The purchase amount of an ASB card for high school students.
- c) The discounted purchase amount of an ASB card for high school students who are from low-income families.

- d) Athletic program participation fees and any discounted fees for high school students who are from low-income families.
- e) The number of high school students who possess an ASB card and the number of high school students who are both from low-income families and possess an ASB card.
- f) The number of high school students participating in an athletic program and the number of high school students who are both from low-income families and participate in an athletic program.
- g) The opportunity gap in student possession of an ASB card.
- h) The opportunity gap in athletic program participation.
- i) Whether the school district has met the opportunity gap goals described by the Legislature.

The Extracurricular Activity Opportunity Gap Reduction Plan, if required, must be posted July 1, 2021. OSPI will notify school districts business managers if an Extracurricular Activity Opportunity Gap Reduction Plan is required, and they can login to the tool provided by OSPI to complete their plan. OSPI will email the PDF report document back to the district business manager to post on their website, meeting the requirements of [RCW 28A.320.540](#).

INFORMATION AND ASSISTANCE

To verify the correct primary and secondary contacts for Smartsheet access, please contact Taylor Allen at taylor.allen@k12.wa.us. For questions regarding this bulletin, please contact Ken Turner, Health and Physical Education Program Supervisor, at 360-725-4977 or ken.turner@k12.wa.us. OSPI's TTY number is 360-664-3631. More information is posted on OSPI's [Associated Student Body \(ASB\) Reporting Requirements](#) webpage.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

Kathe Taylor, Ph.D.
Assistant Superintendent
Learning and Teaching

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