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|     |    |      |
|-----|----|------|
| ESD | CO | DIST |
|-----|----|------|

## MONTHLY REPORT OF SCHOOL DISTRICT ENROLLMENT ELIGIBLE FOR BASIC SUPPORT

(See reverse side for instructions)

|                        |             |                       |         |              |
|------------------------|-------------|-----------------------|---------|--------------|
| SERVING DISTRICT NAME  | COUNTY NAME | SERVING DISTRICT NO.  | ESD NO. | REPORT MONTH |
| RESIDENT DISTRICT NAME | COUNTY NAME | RESIDENT DISTRICT NO. | YEAR    | 2011-12      |

### SCHOOL DISTRICT ENROLLMENT

|                                    | Headcount         |                           |                                       |   |                    | Full-Time Equivalent (FTE) |                           |                                       |   |                    |
|------------------------------------|-------------------|---------------------------|---------------------------------------|---|--------------------|----------------------------|---------------------------|---------------------------------------|---|--------------------|
|                                    | K-12 <sup>1</sup> | High Poverty <sup>2</sup> | ALE Enrollment                        |   | R & N <sup>5</sup> | K-12 <sup>1</sup>          | High Poverty <sup>2</sup> | ALE Enrollment                        |   | R & N <sup>5</sup> |
|                                    |                   |                           | Minimum Contact Time Met <sup>3</sup> | Minimum Contact Time Not Met <sup>4</sup> |                    |                            |                           | Minimum Contact Time Met <sup>3</sup> | Minimum Contact Time Not Met <sup>4</sup> |                    |
| Half-Day Kindergarten              |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Full-Day State Funded Kindergarten |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| First Grade                        |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Second Grade                       |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Third Grade                        |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Fourth Grade                       |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Fifth Grade                        |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Sixth Grade                        |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Seventh Grade                      |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Eighth Grade                       |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Ninth Grade                        |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Tenth Grade                        |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Eleventh Grade                     |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| Twelfth Grade                      |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |
| <b>Totals</b>                      |                   |                           |                                       |   |                    |                            |                           |                                       |   |                    |

### RUNNING START (RS) ENROLLMENT

| Headcount                      |                              | Full-Time Equivalent (FTE)    |                            |
|--------------------------------|------------------------------|-------------------------------|----------------------------|
| Total RS Students <sup>6</sup> | College RS Only <sup>7</sup> | Nonvocational RS <sup>7</sup> | Vocational RS <sup>7</sup> |
|                                |                              |                               |                            |

### CATEGORICAL AND ENHANCEMENT PROGRAM ENROLLMENTS

| Bilingual Program <sup>8</sup> | Vocational Program – Grades 7 & 8 <sup>9</sup> |                                       |   | Vocational Program – Grades 9-12 <sup>9</sup> |                                       |   | Skills Center Program <sup>9,10</sup> |                                       |   |
|--------------------------------|--|---------------------------------------|---|---|---------------------------------------|---|---------------------------------------|---------------------------------------|---|
|                                | Headcount                                      | Total FTE <sup>1</sup>                | ALE Enrollment FTE                        | Total FTE <sup>1</sup>                        | ALE Enrollment FTE                    | Total FTE <sup>1</sup>                    | ALE Enrollment FTE                    |                                       |   |
|                                |  | Minimum Contact Time Met <sup>3</sup> | Minimum Contact Time Not Met <sup>4</sup> |   | Minimum Contact Time Met <sup>3</sup> | Minimum Contact Time Not Met <sup>4</sup> |                                       | Minimum Contact Time Met <sup>3</sup> | Minimum Contact Time Not Met <sup>4</sup> |
|                                |  |                                       |   |   |                                       |   |                                       |                                       |   |

### FOOTNOTES

1. Show total district enrollment, including any enrollment shown in Footnotes 2, 3, 4, and 5.
2. Show kindergarten through 3<sup>rd</sup> grade enrollment attending eligible high poverty schools.
3. Report ALE FTE enrollment that meets a minimum of one hour per week of face-to-face, in-person instructional contract time from a certificated teacher during this reported month. For ALE online programs under RCW 28A.150.262, the contact time can be at least one hour per week of synchronous digital instructional contact time from a certificated teacher if the student's written student learning plan includes only online courses as defined by RCW 28A.250.010.
4. Report ALE FTE enrollment that does not meet the contact requirements of Footnote 3.
5. Show enrollment in small school plants judged "remote and necessary" by the State Board of Education.
6. Include all RS students; those taking courses at the high school and counted in K-12 above, plus college RS only students.
7. These numbers (headcount and FTE) are not included in K-12 above.
8. Report only total headcount enrolled in a state-approved transitional bilingual instructional program for the reporting period pursuant to WAC 392-130-026.
9. These FTEs are included in K-12 above. Report FTEs only in state-approved vocational courses. Report each resident district separately.
10. The serving district reports the skills center FTE, with each student's resident district identified.

### CERTIFICATION

|  |   |
|--|---|
| I hereby certify that all students reflected in this report are properly enrolled students of the school district, that conversions to FTEs are in accordance with instructions, and that student records and other pertinent documents are readily available for audit. | <b>Acknowledged:</b><br><br>_____<br>Original Signature of Educational Service District Superintendent or Authorized Official |
|--|---|

|  |      |  |
|--|------|--|
| Original Signature of District Superintendent or Authorized Official | Date | Original Signature of Educational Service District Superintendent or Authorized Official |
|--|------|--|

# INSTRUCTIONS FOR COMPLETING FORM SPI P-223

(Complete a separate form for each resident district served by the reporting school district.)

## GENERAL INSTRUCTIONS

### Count Dates

Report enrolled students as of the fourth school day of September and the first school day of each of the next eight months, October through May. (Reference WAC 392-121-033 and 392-121-119.) Running Start students are reported as of the first school day of October–June.

### Due Dates and Routing of Form P-223

The report for September is due at the educational service district (ESD) fiscal office September 16. Reports for October through June are due at the ESD on the tenth calendar day of the month. If the due date is a weekend or holiday, reports are generally due on the next workday. See the schedule in Section 4. of the *Enrollment Reporting Handbook* for specific dates.

Late reporting can result in delay or withholding of state apportionment payments as provided in chapter 392-117 WAC, Timely Reporting.

### Purpose

September through May annual average full-time equivalent (AAFTE) enrollments reported on Form P-223 are used to calculate state basic education funding and levy authority transfers from serving school districts to resident school districts. Eligibility for local effort assistance (LEA) is also affected. AAFTE resident enrollments impact calculation of state special education funding.

State funding goes directly to the serving school district and appears on Report 1191.

Enrollment received by the published August reporting deadline will be included in August apportionment calculations. Enrollment received after the August deadline will be included in scheduled end-of-year adjustments to apportionment but **WILL NOT** be included in the district's levy base for the following year.

### Enrollment Definitions

Report enrolled students participating in courses of study.

- Enrolled student** is defined in WAC 392-121-106.
- Courses of study** are those activities that may be counted in determining enrolled students and student FTE. Courses of study do not include home-based instruction pursuant to RCW 28A.225.010(4). Courses of study include instruction, alternative learning experience, contracting with a higher education institution, National Guard training, ancillary service, work based learning, out-of-state enrollment pursuant to a reciprocity agreement, Running Start, enrollment in a technical college, and contracting with an agency. See WAC 392-121-107.
- Full-time equivalent (FTE) computations.** For each student enrolled in courses of study for at least the minimum hours shown below, report one (1.00) FTE. For each student (except full-year kindergarten students) enrolled for less than the minimum hours shown below, report a portion of an FTE determined by dividing the hours enrolled by the minimum hours shown below:

|                          |                   |
|--------------------------|-------------------|
| Kindergarten (full-day): | 20 hours per week |
| Primary (Grades 1–3):    | 20 hours per week |
| Elementary (Grades 4–6): | 25 hours per week |
| Secondary (Grades 7–12): | 25 hours per week |

For each student enrolled in a half-day kindergarten program, report one-half (0.50) FTE if the student was enrolled for ten hours per week or more. For each student enrolled in a qualifying state funded full-year full-day kindergarten program, report one (1.00) FTE if the student is enrolled for 20 hours per week.

For reporting purposes, these minimum times are construed as annual average hours. Enrolled hours include class change passing time but exclude meal times. Passing time is limited to the actual number of passing minutes in the class schedule, or 10 minutes, whichever is less.

Report FTE students rounded to two decimal places (e.g., 17.23).

### Limitations on Enrollment Counts

Do not report the following students (see WAC 392-121-108):

- Students whose consecutive days of absence exceed 20 school days may not be counted until attendance is resumed, except as follows:
  - A student with a temporary excused absence pursuant to RCW 28A.225.010(d) may be counted for up to two monthly count dates.
  - A student receiving home or hospital service and not otherwise a special education student may be counted for up to two monthly count dates.
  - A special education student receiving home or hospital service may be counted for as long as home or hospital and special education services are provided.
- Prior year students who have not yet attended school this school year.
- Full-time private school or home-based instruction students.
- Students who have dropped out, transferred, been long-term suspended or expelled, or who have met high school graduation requirements by the beginning of the school year.
- Students enrolled in state institutions; i.e., residential habilitation centers, state long-term juvenile institutions, state operated group homes, county juvenile detention centers, Department of Corrections facilities, and county or city adult jails. These students are to be reported monthly on Form E-672.

- Students claimed directly by technical colleges. Do not report enrollments in a technical college if the school district approved an interlocal agreement authorizing the technical college to report the enrollments to OSPI and receive funding directly from OSPI.
- Students claimed directly by the University of Washington.

### Limitation on FTE Counts

Report no student for more than 1.00 FTE. If a student is enrolled in two school districts, the combined FTE reported by the districts must not exceed 1.00 FTE. Exception:

- Students enrolled in high school (eleventh or twelfth grade) and Running Start (college) may be counted for a combined maximum FTE of 1.20 FTE. Neither the high school nor college FTE can exceed 1.00 FTE.
- Students enrolled at a skills center and high school can be counted for a combined maximum FTE of 1.60. Neither the high school nor the skills center FTE can exceed 1.00 FTE.

### References

- Annual Enrollment Bulletin available online at: <http://www.k12.wa.us/BulletinsMemos/bulletins2011.aspx>.
- Reported basic education enrollments are summarized on Report 1251.

## DETAILED INSTRUCTIONS

Enter school district name, county, school district number, ESD number, and report month in the boxes provided.

### Resident District

Enter the resident school district name, county, and school district number in the boxes provided. School districts serving nonresident students must complete a separate P-223 form for each resident school district served.

### School District Enrollment

Report headcount and FTE of enrolled students participating in courses of study.

**Include** all special education students served by school district instructional staff. A grade assignment based on chronological age is made for any ungraded special education students. Report special education kindergarten as a kindergarten student on Form P-223 only if (1) the student was 5 years old at the beginning of the school year and is enrolled 20 or more hours per week or (2) the student attends a regular kindergarten program in addition to the special education program.

### Alternative Learning Experience (ALE) Enrollment

See WAC 392-121-182 for ALE program definition and requirements. ALE enrollment should be included in the K–12, vocational, and skills center enrollment. In addition, ALE enrollment should be reported separately in the ALE columns based on the minimum monthly contact time. See Section 7 of the ALE WAC for details of the minimum contact time.

### Running Start (RS) Enrollment

Students enrolled in RS pursuant to RCW 28A.600.300 through 28A.600.400 are reported separately on Form P-223 and should not be included in the 11<sup>th</sup> and 12<sup>th</sup> grade FTE counts. Colleges report their RS enrollments to each school district monthly on the P-223RS. RS enrollments are to be reviewed by the school district and reported on Form P-223 for the months October through June.

“Total RS Students” reported on Form P-223 is the sum of RS students claimed in K–12 above (attending high school classes) plus “College RS Only” students (attending only college courses).

A student enrolled for 15 or more college quarter credits on the count date is counted as 1.00 FTE. A student enrolled for less than 15 quarter credits is reported as a partial FTE (quarter credits divided by 15). If college classes are not based on college quarter credit hours, then 25 instruction hours per week equal 1.00 FTE. A student's RS nonvocational and RS vocational FTE are calculated and reported separately with a maximum combined RS FTE of 1.00.

### Bilingual Program Enrollment

Report students enrolled in a state-approved K-12 transitional bilingual instructional program pursuant to chapter 392-160 WAC. Report the number of students monthly on a headcount basis.

### Vocational and Skills Center Enrollment

FTE enrollment in state-approved vocational and skills center programs are reported separately for enhancement funding purposes. School districts serving nonresident students must complete a separate P-223 form for each resident school district served.

Calculate the enhancement funding FTE in the same manner as is defined in Enrollment Definitions 3. above. For specific instructions to calculate the FTE for work based learning, refer to Section 6.F. of the *Enrollment Reporting Handbook*.

### Certification

Provide an original signature and date the completed Form P-223