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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

February 14, 2020

( X ) Action Required

Due date: June 18, 2020

( X ) Informational

BULLETIN NO. 009-20 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Public Charter Schools  
Tribal Compact Schools

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: State Reimbursement for 2019–20 Truancy Petitions

CONTACT: Melissa Jarmon, Apportionment Program Supervisor  
360-725-6307, [melissajarmon@k12.wa.us](mailto:melissajarmon@k12.wa.us)

## PURPOSE

Attached to this bulletin are Forms SPI 1302C and SPI 1302D. School districts, charter schools, and tribal compact schools are to use these forms to file preliminary and final claims for funding to help offset costs incurred for petitions filed with juvenile court(s) because of student truancy. **Final claims must be received no later than Thursday, June 18, 2020. Claims submitted after that date will not be funded.**

## BACKGROUND

The Operating Budget Appropriations Act (Engrossed Substitute House Bill 1109, Laws of 2019) contains an appropriation of \$1,399,000 for 2019–20 to offset the cost of filing petitions for truant students as provided in RCW 28A.225.030 and 28A.225.035. The 2019–20 appropriation expires on June 30, 2020; therefore, the money is used for claims through May 31, 2020, and must be reported by June 18, 2020, on Form SPI 1302D.

## ACTION NEEDED

### **Submit Forms SPI 1302C and/or SPI 1302D to receive state reimbursement for filing truancy petitions.**

Complete Form SPI 1302C to receive funding prior to June. Report the number of petitions for the periods June 1, 2019 through August 31, 2019 and September 1, 2019 through February 29, 2020.

If filing additional petitions during the period March 1, 2020 through May 31, 2020, complete Form SPI 1302D after May 31. Include the total number of petitions reported on Form SPI 1302C with the total on Form SPI 1302D. Note Form SPI 1302C will be treated as the final claim if a Form SPI 1302D is not filed.

Report 1302C is optional. If the district, charter school, or tribal compact school desires to wait until June to receive funding, complete Form SPI 1302D after May 31. Report the number of petitions for the periods June 1, 2019 through August 31, 2019 and September 1, 2019 through May 31, 2020.

## COUNTING PETITIONS

A cause number must be assigned before a district, charter school, or tribal compact school can report a petition as being filed. Report one petition on Forms SPI 1302C and 1302D when filing one or more petitions with a juvenile court on the same student under the same cause number. When the district, charter school, or tribal compact school does contempt filings, progress reports, motions, and other such actions on one cause number, it is reported as **one petition**. Generally, once a petition is filed, it applies to the entire school year, even if the student transfers to another school building or school district, charter school, or tribal compact school. If the student transfers to another school district, charter school, or tribal compact school and the second school district, charter school, or tribal compact school does a contempt filing or some other filing under the same cause number, the second school district, charter school, or tribal compact school should **not** report a petition if the original school district, charter school, or tribal compact school has reported a petition as being filed under that cause number.

In some circumstances, a second cause number may be assigned because a separate incidence of truancy may occur or a filing with a second court becomes necessary. When that happens, the district, charter school, or tribal compact school may report two petitions if the second filing of petition(s) has resulted in a separate (different) cause number. In cases where a student transfers to a school district, charter school, or tribal compact school in another county, a second cause number may be assigned if the new school district, charter school or tribal compact school files

a petition because of truancy. Also, if a filing with one court results in a cause number being assigned but the court declines to act, this causes the district, charter school, or tribal compact school to file a petition with a second court that assigns a different cause number, report two petitions. If the court transfers the petition to a second court and the district, charter school, or tribal compact school is not required to file a second petition, report one petition even if two cause numbers are involved.

## FUNDING

The rate of funding for 2019–20 is unknown currently since the number of filed truancy petitions is unknown. A preliminary rate will be established in March and will be adjusted in June when the total number of filed truancy petitions is known. The rate will probably be close to \$130.

The final payment in June will include adjustments to the rate used on preliminary payments.

Payments will be shown on Report 1197, Statement of Apportionment, in revenue account 415806 "TRUANCY."

Funding for truancy petitions filed after May 31, for the 2019–20 school year are to be reported with the 2020–21 school year claim.

### When and Where to File Form SPI 1302C

To file a preliminary claim for funding for the 2019–20 school year, districts, charter schools, and tribal compact schools need to fax or mail Form SPI 1302C to School Apportionment and Financial Services by the following dates:

To receive funding in March, Form SPI 1302C must be received by Thursday, March 19, 2020.

To receive funding in April, Form SPI 1302C must be received by Monday, April 20, 2020.

### When and Where to File Form SPI 1302D

To file a final claim for funding for the 2019–20 school year, districts, charter schools, and tribal compact schools need to fax or mail Form SPI 1302D in time to be received by School Apportionment and Financial Services **no later than Thursday, June 18, 2020. Claims submitted after that date will not be funded.** The entire allotment is disbursed based on the number of claims submitted as of June 18, 2020.

Submit Forms SPI 1302C and/or SPI 1302D to:  
Office of Superintendent of Public Instruction  
School Apportionment and Financial Services  
Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200  
Fax: 360-664-3683

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Melissa Jarmon, School Apportionment and Financial Services, at 360-725-6307 or email [melissa.jarmon@k12.wa.us](mailto:melissa.jarmon@k12.wa.us) The OSPI TTY number is 360-664-3631.

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

Jamila B. Thomas  
Chief of Staff

T.J. Kelly  
Chief Financial Officer  
Financial Resources

Michelle Matakas  
Director  
School Apportionment and Financial Services

CR:mj

**Attachment(s):**      **Form SPI 1302C**  
                                 **Form SPI 1302D**

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