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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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Action Required

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Informational

BULLETIN NO. 065-20 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: 2020–21 Enrollment Reporting Handbook

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding
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PURPOSE/BACKGROUND

This bulletin provides notice that the updated Enrollment Reporting Handbook for the 2020–21 school year is available and is an attachment to this bulletin. This handbook provides school districts, educational service districts (ESDs), charter schools, tribal compact schools, and other users with a reference manual and the forms for reporting enrollment to School Apportionment and Financial Services (SAFS) at the Office of Superintendent of Public Instruction (OSPI).

CHANGES FOR THE 2020–21 SCHOOL YEAR

Claiming Enrollment as Schools Reopen for the 2020–21 School Year

As local education agencies (LEAs) reopen their schools for the 2020–21 school year during the COVID-19 pandemic, the following rules will apply with regards to claiming students for state funding:

- **Claiming Students who Live Outside of the State of Washington:**

For the 2020–21 school year:

- The student who had previously been enrolled in a Washington state public, charter, or tribal compact school and is now elsewhere; **and**

- The family intends to return to the Washington state public, charter, or tribal compact school at the end of the pandemic to resume our traditional definition of residency and resume in person instruction;
- Then their remote learning can be claimed for state funding.

Situations that would not apply include:

- Students that have moved permanently (COVID related or not) and do not intend to return to Washington and re-enroll at the end of the pandemic; **or**
- Students that intend to move to Washington, but do not physically live in the state.

- **Definition of Count Day:**

- For the months, October through June, count day will remain the first school day of the month. For Open Doors programs, the July and August count day will be the first school day for these months. Refer to Section 5.A. of the 2020–21 Enrollment Handbook for more information.
- The September count is based on the students that are enrolled on the fourth school day of September and shows participation sometime for the new school year before September 30.

- **Meeting the Attendance Requirement:**

An eligible student is one who has not met any of the enrollment exclusions found in WAC 392-121-108 to include attending 20 school days prior to the count day. For the 2020–21 school year, attendance should be measured using a variety of different student actions, including, but not limited to: being physically present on a zoom, engaging with an instructor during office hours, or performing the work assigned during a specific period at a time that best works for the student.

- **Claiming Hybrid and Remote Learning Enrollment on Form P-223:**

For both the hybrid and remote learning models, a student's FTE will be based on each school's published example student schedule for the 2020–21 school year. Full-time equivalent (FTE) will remain to be based on 1,665 weekly minutes. Refer to Section 6.I. of the 2020–21 Enrollment Handbook for more information.

An example student schedule can include synchronous or asynchronous time such as online live instruction, individual or group work during the synchronous portion of the schedule, or work assigned by a certificated instructional staff member that is to be completed and turned in by a student. It is not the expectation of OSPI that students will be participating in synchronous instruction via the computer for their entire scheduled school day. The student may, but is not required to, reach out to the teacher for assistance on such assignments during the posted "office hours" for that teacher or course. Not all students are required to

participate during the time frame identified in the example student schedule, and the example student schedule does not have to start or end at any specific time of day.

- **Claiming Students on Form P-223H for Special Education Funding:**

As schools reopen for the 2020–21 school year, LEAs can claim students receiving special education services on Form P-223H who were previously eligible but whose Individualized Education Program (IEP) and/or evaluation were delayed due to a documented impact of COVID-19 (e.g., staff illness with COVID-19, parent request to postpone for in-person meeting, or assessment not able to be completed due to safety restrictions) provided that the IEP/evaluation is completed within 30 school days after school resumes.

- **Changes for Running Start:**

- Students enrolled in Running Start for the fall quarter and have a completed Running Start Enrollment Verification Form (RSEVF) based on the expected 2020–21 school year bell schedule, will be allowed to exceed the 1.20 FTE for the months October through December if their high school FTE changed. This allowance is provided for the fall 2020 college quarter only. Students who exceed the 1.20 FTE for these months may be at risk of exceeding the 1.20 AAFTE and will have their available spring quarter Running Start FTE reduced.
- For colleges that have changed their fall 2020 quarter calendar, starting earlier in September and ending before the Thanksgiving break, their October and November monthly count days would be the first school days of those months. Their December count day would be the last school day of the fall quarter.

- **Change for Open Doors:**

An emergency rule is in effect that allows the following for face-to-face contact time:

- In-person
- Telephone
- Email
- Instant messaging
- Interactive video communication
- Other means of digital communication

For more information on the face-to-face contact emergency rule and what documentation must be retained, please refer to the [Open Doors webpage](#).

Special Education Birth to Age 2 Enrollment

OSPI will no longer be providing special education funding for students who are birth to age 2. Accordingly, the Birth to Age 2 category will be removed from Form P-223H.

Two Categories for Special Education Kindergarten to Age 21

Special education funding for Kindergarten to Age 21 will be dependent on the amount of time these students spend in a general education setting. As a result, there will be two categories to report students.

- Tier 1 K–21: Report in this field students who are kindergarten to age 21, eligible for special education funding, and identified as Least Restrictive Environment (LRE) code 1 (spending 80% or more of their time in a general education setting).
- Other Tier K–21: Report in this field students who are kindergarten to age 21, eligible for special education funding, and spend less than 80% of their time in a general education setting.

Open Doors Headcount Reporting

When an Open Doors student cannot be claimed for state funding, their headcount should not be reported in the Open Doors HC field on Form P-223.

HOW REPORTED ENROLLMENT IS USED

Enrollment reported to OSPI is used to determine state funding for Basic Education, Special Education, Transitional Bilingual Instructional Program (TBIP), Exited TBIP, Vocational, Skill Center, Highly Capable, Learning Assistance, Running Start, and Open Doors Youth Reengagement programs. Additionally, a variety of other state and federal grants and programs use enrollment data to determine allocations or funding eligibility.

ENROLLMENT REPORTING HANDBOOK AND UPDATES

The 2020–21 Enrollment Reporting Handbook and individual enrollment reporting forms are available on the [SAFS Enrollment Reporting webpage](#). Any corrections and updates during the school year will be posted to this webpage.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact the appropriate ESD fiscal office or Becky McLean, Supervisor of Enrollment and Categorical Funding, at 360-725-6306 or by email at becky.mclean@k12.wa.us. The OSPI TTY number is 360-664-3631.

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

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Chief of Staff

T.J. Kelly
Chief Financial Officer
Financial Resources

Michelle Matakas
Director
School Apportionment and Financial Services

CR:bem

Attachment: 2020–21 Enrollment Reporting Handbook

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.