|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | OSPI Logo | ESD | CO | DIST |
|  |  |  |
|  |  |  |
| **REPORT OF STUDENTS RESIDING IN NONHIGH DISTRICTS AND ENROLLED IN HIGH DISTRICTS** |  | | |
| **(**See reverse side for instructions) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| HIGH DISTRICT NAME | COUNTY NUMBER | HIGH DISTRICT NO. | ESD NO. |
| NONHIGH DISTRICT NAME | COUNTY NUMBER | NONHIGH DISTRICT NO. | ESD NO. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HIGH DISTRICT ENROLLMENT** | | | | | | Actual 2021–22 AAFTE | Estimated 2022–23 AAFTE |
| **Total AAFTE from Nonhigh District Listed Below** | | | | | |  |  |
| Name of Student | Grade | Home Address | 2021–22 Start Date | | 2021–22 End Date |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
| (Attach additional pages as needed.) | | | | | | | |
| **CERTIFICATION** | | | | | | | |
| We hereby certify that all students reflected in this report are properly enrolled students in the high district and are residents of the nonhigh district, that conversions to AAFTEs are in accordance with instructions, and that student records and other pertinent documents are readily available for audit. | | | | **ESD certifies all entries and revisions reflect the final agreement of both the nonhigh and the high district:** | | | |
| ORIGINAL SIGNATURE OF SERVING HIGH DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL DATE | | | | ORIGINAL SIGNATURE OF EDUCATIONAL SERVICE DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL | | | |
| ORIGINAL SIGNATURE OF NONHIGH DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL DATE | | | |

FORM SPI P-213 (Rev. 8/2021)

# INSTRUCTIONS FOR COMPLETING FORM SPI P-213

**GENERAL INSTRUCTIONS**

**Who Should Complete Form P-213?**

Any high district enrolling students residing in a nonhigh district pursuant to chapter 28A.545 RCW completes this form. Nonhigh districts sending students to high districts must review and sign forms initiated by high districts.

**Due Date and Routing of Form P-213**

Form P-213 is not part of the electronic enrollment reporting system and should be submitted on paper.

**Due at ESD**

High Districts June 24, 2022

Nonhigh Districts July 8, 2022

Completed reports are due at OSPI July 22, 2022.

1. High districts will:
   1. Complete **a separate Form P-213 for each nonhigh district served.**
   2. Send signed form(s) to the high district’s educational service district (ESD) by June 24, 2022.
2. ESDs forward each Form P-213 to the appropriate nonhigh district for input and a concurring signature.

1. Nonhigh districts will:
   1. Review and sign the form.
   2. Return it to the high district’s ESD by July 8, 2022.
2. ESDs willl:
   1. Facilitate Form P-213 process so that both districts reach agreement on the accuracy of the data before it is submitted to OSPI.
   2. Make copies of the final report form for distribution to high districts and nonhigh districts.
   3. Send signed originals to OSPI, School Apportionment and Financial Services, by July 22, 2022.

**Purpose**

P-213 enrollment is used to calculate payments from nonhigh districts to high districts. Levy authority transfers from high districts to nonhigh districts and eligibility for local effort assistance may be affected.

**Limitations on Enrollment Counts**

All enrollment included on Form P-213 is subject to the following limitations:

1. Students must reside within the boundaries of the nonhigh district. The students must be in a grade that the nonhigh district does not conduct, they must be eligible for that grade, and they must not previously have successfully completed that grade. Include special education and vocational students from the nonhigh district. Include middle school and junior high grades if they otherwise meet the criteria.
2. Running Start students are included only if they are also attending the high school. Report only the AAFTE enrollment at the high school. Do not include the Running Start AAFTE.
3. Enrollment in an Open Doors or skill center program should not be included.
4. A student enrolled full-time (1,665 weekly minutes) for 10 months (September–June) is 1.00 AAFTE. A student enrolled less than 1,665 weekly minutes for 10 months is reported as a partial AAFTE. For example: A student enrolled full-time for three months is counted as 0.30 AAFTE (3 ÷ 10). A student enrolled two daily hours each day of the week or 600 weekly minutes for 10 months is counted as 0.36 AAFTE (600 ÷ 1665).

**References**

* Annual Enrollment Bulletin available online at OSPI’s [Bulletin webpage](https://www.k12.wa.us/bulletinsmemos).
* See RCW 84.52.0531 and WAC 392-139-340 for details about levy authority transfers.
* See chapter 28A.545 RCW and chapter 392-132 WAC for details about nonhigh payments to high districts.
* Reported nonhigh enrollment is summarized on Report F-483.

**DETAILED INSTRUCTIONS**

Enter the high district and nonhigh district names, county numbers, school district numbers, and ESD numbers in the spaces provided.

**Totals**

Under “Actual 2021–22 AAFTE,” enter the AAFTE of students residing in the nonhigh district and enrolled in the high district during the 2021–22 school year.

Under “Estimated 2022–23 AAFTE,” enter the estimated enrollment for the 2022–23 school year.

**Details**

List information for each nonhigh student attending the high district. Identify each student separately by name, grade, and home address. Show current school year starting and departure dates if different from the beginning and ending date of school. Report actual AAFTE for each 2021–22 student. Report estimated AAFTE for each 2022–23 student. Include middle school and junior high students if they otherwise meet the criteria.

**Cross-Reference**

The AAFTE reported for a student should be the same as the AAFTE reported by the high district on Form P-223 during the school year. Total AAFTE counts should equal the sum of AAFTE for each student.

**Certification**

Provide an original signature and date the completed Form P-213.

If any student is added or subtracted from the form, the ESD is responsible to verify the changes have been approved by both the Nonhigh and the High District.

Form P-213 by Office of Superintendent of Public Instruction is licensed under a [Creative Commons Attribution-NoDerivatives 4.0 International License](http://creativecommons.org/licenses/by-nd/4.0/).

