

Enrollment Reporting for the 2023–24 School Year

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Agenda

- Updates for the 2023–24 School Year
- Basics of Enrollment Reporting

Transition to Kindergarten (TK)

- [Second Substitute House Bill 1550](#) establishes Transition to Kindergarten (TK).
- For P223,
 - Beginning for 2023–24, TK enrollment will not be reported under grade Kindergarten.
 - Instead, new fields will be available to report TK enrollment:
 - New TK Program box, with [TK HC](#) and [TK FTE](#) fields.
 - In TBIP box, a [TBIP TK](#) field.
- For P223H, eligible TK special ed students are reported as follows:
 - [Sped Tier 14/18 TK](#) – TK students who spend 80% or more of their time in a general ed setting – LRE 14 or 18. This includes students who may turn 5 years old and are identified as LRE 1.
 - [Sped Other Tier TK](#) – for TK students who spend less than 80% of their time in a general ed setting.
- TK enrollment should not be reported in K–3 Class Size.
- For more TK emergency rule changes, refer to [Bulletin #049-23](#).

Change to Running Start

- With the passage of [Second Substitute House Bill 1316](#), the following changes will be in place beginning with the 2023–24 school year:
 - The monthly FTE that a student can be claimed for increases from 1.20 FTE to 1.40 FTE.
 - A student enrolled in both high school and college can be claimed for combined 1.40 FTE.
 - No high school can claim a student for more than a 1.0 FTE.
 - College can claim a student for up to a 1.40 FTE or 21 college credits.
 - Additionally, the AAFTE that a student can be claimed for increases from 1.20 AAFTE to 1.40 AAFTE.
 - A student enrolled in both high school and college can be claimed for combined 1.40 AAFTE.
 - No high school can claim a student for more than a 1.0 AAFTE.
 - College can claim a student for up to a 1.40 AAFTE or 63 college credits.
 - For the Summer 2023 quarter, students with available AAFTE can enroll in Running Start for up to a **10 credit**. Eligible students are:
 - 12th grade students who have not graduated in June,
 - 11th grade students, and
 - 10th grade students who have completed their 10th grade in June.

Changes to Worksite Learning (WSL)

- Throughout the Enrollment Handbook, references to Work Based Learning (WBL) has changed to Worksite Learning (WSL) to be consistent with a permanent rule change that occurred in July.
- The factor to calculate cooperative WSL has changed:
 - For monthly WSL FTE, divide the number of actual hours of WSL in any month by 100 (previously 200).
 - For summer WSL AAFTE, divide the actual number of summer WSL by 1,000 (previously 2,000).

Paid Work Experience for Elective Credit (PWE)

- A permanent rule revision was made to WAC [392-121-107](#) that adds Paid Work Experience for Elective Credit (PWE) as a course of study that can be claimed for state funding.
- What is PWE? Opportunities for students to earn elective credit for their paid work.
- Requirements to claimed PWE:
 - Student is legally eligible for paid employment and is at least 16 years old;
 - Student's High School and Beyond Plan is updated to reflect the PWE, and
 - PWE is approved in advance by a counselor, principal, principal designee and meets the requirements outlined in WAC 392-410-316(1)(d).
- PWE can be claimed for state funding provided they have available monthly FTE or AAFTE.

Paid Work Experience for Elective Credit (PWE)

continues

- PWE is based on actual hours of work done each month.
 - Divide the actual hours of PWE by 100 to calculate the student FTE.
 - Similar to WSL, requires revising prior month P223.
 - Carefully attention is needed to make sure no student exceeds 1.0 FTE when reporting PWE.
- Limitations for PWE:
 - PWE cannot be claimed for CTE or Skill Center enhanced funding.
 - The number of PWE that can be claimed is based on the number of elective credits that will be awarded. 360 hours for every 1 credit. When less than 1 credit is awarded, the amount of hours are adjusted proportionally.

Basics of Enrollment Reporting

Why is Enrollment Reporting Important?

- Monthly enrollment drives school funding.
- How enrollment is reported can affect district's funding.
- Mistakes in reporting can result in audit findings.
- Data used for forecasting future enrollment and the state's funding obligations.
- High interest area with the public and Legislature.

2022–23 State Summary Average Per Funding Levels – as of July 2023

Annual Allocation		
Basic Education	\$10,906	Per AAFTE
Special Education	\$9,603	Per Average Headcount
Enhanced MS CTE	\$1,255	Per AAFTE
Enhanced HS CTE	\$1,299	Per AAFTE
Enhanced Skill Center	\$2,574	Per AAFTE
TBIP	\$1,640	Per Average Headcount
Exited TBIP	\$897	Per Average Headcount

Resources for Enrollment Reporting

- The following resources can be found on the [Enrollment Reporting Instruction website](#):
 - 2023–24 Enrollment Reporting Handbook provides the rules on how to claim enrollment for state funding.
 - Enrollment Reporting Applications User Guide provides instructions on how to navigate:
 - Enrollment (P223/P223H) application
 - K–3 Class Size application
 - SAFS ALE application
- ESD enrollment contact
- Rules regarding enrollment found in WAC 392-121-106 through -188.
- Becky McLean, OSPI
 - 360-725-6306
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Enrolled Student

- Resident of district or attending pursuant to:
 - Choice transfer
 - Interdistrict agreement
- Under 21 years of age before September 1st for the new school year.
- Enrolled on or before the monthly count day.
- Participated in a course of study on or before the monthly count day.
- Does not meet any enrollment exclusions.

Count Day

- A Snapshot.
- Count date is:
 - 4th school day in September.
 - 1st school day of October through June.
 - For Open Doors (OD) programs, the 1st school day of July and August.
 - Running Start is 1st school day of October through August.
 - For Kindergarten and TK, there are two options to determine the September count day:
 - Count the parent/teacher/student conference days.
 - Count the first four days of actual FDK or TK classes.
 - For schools or programs that end before June and for seniors that graduate before June, the last school day in May can be the June count day, provided a published school/program calendar reflects the last school day is in May.
- Count date can be determined by an individual school or grade's start date or calendar.

Enrollment Exclusions

A student shall not be counted as an enrolled student if any of the following are met:

- Consecutively absent for > 20 consecutive school days.
 - Allowance exists when an agreement is in place with the parent and the district that states the student will continue his educational progress while absent and the student returns to school before the end of the school year to be counted for two additional count days.
- Dropped out or transferred.
- Met high school graduation requirements before the beginning of the school year (Sept 1st).
- Paying tuition – F1 Visa.
- Claimed by an institution.
- Resident of either the Washington State School for Blind or Washington School for the Deaf, also known as Center for Childhood Deafness and Hearing Loss. Refer to Bulletin #006-19.

OSPI guidance on withdrawing students who cannot be claimed for funding is available here:

[State Requirements for Withdrawing, Claiming, Reporting, & Responding to Student Absences.](#)

Course of Study Includes

- Basic education instruction
- Special education
- Alternative Learning Experience (ALE)
- Open Doors (OD) programs
- Running Start (RS)
- Direct-funded technical college
- Ancillary service
- Worksite Learning (WSL)
- Paid Work Experience for Elective Credit (PWE)
- UW transition

Course of Study Does Not Include

- Home-based instruction
- Private school instruction
- Adult education – over 21 years old after September 1st
- Out-of-state residents
- GED prep instruction when:
 - Additional adult education state/federal dollars are generated or
 - Instruction does not earn high school credit.
- Extra-curricular activities
- College enrollment not earning dual credit at a high school

Full-Time Equivalent - FTE

- FTE is the measurement of student's enrollment and is used to fund districts.
- Claiming FTE is based on:
 - Seat-time traditional class: weekly enrolled minutes in a classroom
1,665 weekly minutes = 1.00 FTE
 - Running Start (RS) class: enrolled college credits
15 college credits = 1.00 FTE
 - ALE program: estimated hours of learning in written student learning plan
1,665 weekly minutes of estimated learning = 1.00 FTE
 - Worksite learning (WSL) and Paid Work Experience for Elective Credit (PWE): actual monthly hours of WSL or PWE.
Divide the actual hours of WSL/PWE by 100
 - Ancillary Services: actual hours of services
1,000 hours = 1.00 AAFTE
 - Open Doors (OD) program: program's total planned hours of instruction (below 100 level classes) or enrolled college credits (college level classes).



About the FTE Calculating Tool

- High and middle school FTE is based on the published bell schedule periods.
- SAFS at OSPI no longer calculates school's FTE.
- Instead, SAFS has developed a tool that districts can use to calculate their school's FTE based on their published schedule.
- Tool is posted here: <https://www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting>.

Rules for Claiming FTE

For schools where students move between classes (i.e.; middle and high schools), FTE is based on the bell schedules.

- Look at a weekly schedule – include any regular late starts or early releases.
 - “Regular” means occurring at least once every two weeks.
 - If late starts or early releases occur every other week, you would need to calculate FTE based on a two-week schedule and using 3,330 (1,665 x 2) minutes.
- Passing time:
 - For every 50 minutes of instruction, up to 10 minutes of actual passing time can be claimed – 20% of total instruction.
 - Before and after school passing can be claimed if students and buses are expected to arrive before or remain at school during the passing time and passing time is part of a published school schedule.
 - Time for meals cannot be claimed as passing time.

Rules for Claiming FTE *continues*

- Advisory time can be claimed as unused passing time and applied proportionately to the other daily classes provided:
 - Advisory is supervised by a teacher,
 - All students at school are expected to attend,
 - Attendance is taken, and
 - Credit is not awarded for the advisory time.
 - Total passing time that day does not exceed 20% of the instructional time.
- Part-time students whose FTE is not based on a per class FTE (i.e., elementary students or Special Ed students in a self-contained classroom) will need to have their FTE recalculated using the 1,665 weekly minutes factor. For example:
 - A 1st grade student attends one hour or 60 minutes a week. FTE would be 0.04 ($60 \div 1,665$).
 - A 4th grade student attends two hours a day/5 days a week for 600 (120×5) weekly minutes. FTE would be 0.36 ($600 \div 1,665$).

Super FTE – Exceptions to the 1.00 FTE Limitation

- As a general rule, students are limited to 1.00 FTE and 1.00 AAFTE.
- Exceptions:
 - Running Start (RS) – up to a combined 1.40 FTE.
 - High School cannot exceed 1.00 FTE.
 - College can exceed 1.00 FTE. Student can enrollment in RS and be claimed by the college for up to a 1.40 FTE or 21 college credits.
 - Skill Center (SC) – up to a combined 1.60 FTE.
 - Neither High School nor SC enrollment may exceed 1.00 FTE.
- What about a student enrolled in High School, RS, and Skill Center?
 - When a student’s enrollment in both High School and SC exceeds 1.0 FTE, the available RS is limited to 0.40 FTE.
 - When a student’s enrollment in both High School and SC is less than 1.00 FTE, the standard 1.40 FTE limitation applies.

	Student A	Student B
High School FTE	1.00 FTE	0.18 FTE
Skill Center FTE	0.54 FTE	0.54 FTE
Total HS/SC FTE	1.54 FTE	0.72 FTE
Available RS FTE	0.40 FTE	0.68 FTE

Headcount

- A count of enrolled students.
- Amount of instructional or service hours is not a factor.
- Each student is 1. No partial numbers.
- Used for:
 - Special education funding (P223H)
 - Transitional Bilingual Instructional Program (TBIP) and Exited TBIP funding (P223)
 - State Budgeting and Caseload Forecast
 - School Construction Assistance Program
- October reporting is critical.

Further Information on P223 Headcount Field

- K–12 HC – report any student:
 - Enrolled in grades K–12 at the school where they are marked “IsPrimary”
 - Including students who are enrolled in ALE program
- ALE HC – report any ALE student at the school where they attend ALE
- TK HC – report any student enrolled in a TK program at the where they are marked “IsPrimary”
- TBIP HC – report any student who is:
 - Enrolled in the district on the count day,
 - On the count day, eligible for TBIP services as determined by a placement test, and
 - Received TBIP services on or before the count day.
 - 3 Categories – TK, Gr K–6, and Gr 7–12
- Exited TBIP HC – report any student who is:
 - Enrolled in the district on the count day, and
 - Scored either Proficient on the Spring 2022 or the Spring 2023 WIDA ACCESS test.

Further Information on P223 Headcount Field *continues*

- Total Running Start HC – report all students who are:
 - Enrolled in Running Start on the count day, and
 - Claimed as a Running Start FTE.
- Running Start Only HC – report any student who is:
 - Not attending a high school, and
 - Attends only Running Start.
 - No matter how many credits the student is taking.
- Open Doors HC – report all students who are:
 - Enrolled in an Open Doors program, and
 - Claimed as an Open Doors FTE.
- To determine the number of students at a district/school:
Total Headcount for Grades K–12 + Total TK HC + Total Running Start Only HC + Total Open Doors HC

Types of Districts

- Resident District:
 - The district where the student lives.
 - For students from a nonhigh district, the high district.
 - For students that “choice” into a nonresident district.
- Serving District:
 - The district that provides instruction or service.
- Home District:
 - District where the student lives regardless of Choice Transfer.
 - Used for ALE enrollment reporting on the SAFS ALE application.

Choice Transfer & Interdistrict Agreements

One of following must be in place in order for a district to claim a nonresident student for state funding:

- Choice Transfer:
 - Student released 100% by resident district.
 - Resident district released financial liability for the student.
 - Serving (Choice) district is responsible for all services.
 - Student is reported on P223/P223H as resident of Choice district.
- Interdistrict Agreement:
 - Where the student's resident district releases some FTE to a nonresident district.
 - Responsibility for student remains with the resident district.
 - Serving district reports their allowable FTE on P223/P223H as a student of their resident district.
 - Basic education \$ flow to the serving district.
 - Special education \$ flow to the resident district.

Choice Transfer & Interdistrict Agreements *continues*

- No choice transfers are required for students attending:
 - Charter schools
 - Tribal compact schools
 - High district coming from a nonhigh district
 - Skill Center consortium
- Effective dates must be stated – beginning and end dates.
- Recommendation that transfers/agreements span for only one school year.
- Both districts must sign the transfers/agreements before the enrollment can be counted.
- For more information, [Student Transfers: Choice Transfers, Interdistrict Agreements, and Standard Choice Transfer System \(SCTS\) Publication.](#)

Claiming Special Education Enrollment

- Requirements that must be met on the monthly count day:
 - Enrolled in the school district,
 - Has a current and in effect IEP in place,
 - Evaluation is current, and
 - Received special education services before the count day but within the prior month.
- P223H categories:
 - Age 3–5 – Report eligible students that are not enrolled in grades K–12 or TK.
 - 14/18 Tier TK – Report eligible TK students that spend at least 80% of their time in a general ed setting.
 - Other Tier TK – Report eligible TK students that spend less than 80% of their time in a general ed setting.
 - Tier 1 K–21 – Report eligible students, enrolled in grades K–12, and spend at least 80% of their time in a general ed setting.
 - Other Tier K–21 – Report eligible students, enrolled in grades K–12, and spend less than 80% of their time in a general ed setting.

Documentation to Support Enrollment

- Refer to Section 10 of the 2023–24 Enrollment Handbook for detailed guidance.
- Documentation must be retained for ALL CLAIMED ENROLLMENT including enrollment provided under contract with an outside agency or college.

Revising Enrollment

- During school year:
 - Districts may make revisions directly in EDS.
 - Effects to funding will appear on the end of month's apportionment.
 - Enrollment will be used for Levy Authority and LEA calculation.
- For 2022–23, after Aug 16 through Nov 20:
 - Districts may revise prior year enrollment in EDS.
 - Effects to funding will be a prior year adjustment in the next January apportionment.
 - Enrollment will not be used for Levy Authority and LEA calculation.
- After Nov 20, 2023: Revisions are submitted by paper. See Section 9 of the 2023–24 Enrollment Handbook
 - Cover letter with:
 - Authorizing signature.
 - State the status of audit for the specific school year.
 - If in the midst of audit, the auditor must be notified of the revision.
 - Marked-up 1251 or 1735 report with the changes needed, as well as detailed information on which school's enrollment needs revising.
- After auditor's exit meeting: Districts cannot revise their enrollment.

Few Final Things Regarding EDS Enrollment Application

- For Skyward districts, if you “run” your P223 and you don’t see the file in EDS, let ESD or me know. FTP processor may need to be woken up.
- “Totaling” issues on your enrollment reports,
 - Rarely but happening more often this year, the P223/P223H Enrollment hiccups when processing a file and the calculating of total is incorrect.
 - Don’t worry, we use the actual numbers to process apportionment. But the reports may not accurately show the amount that will be funded.
 - Contact me if this happens to you.
- When submitting files, make sure to read all edits and verify that the data is correct. Also, make sure to run reports and again verify that the data looks good.

Few Final Things Regarding EDS Enrollment Application *continues*

- The apportionment calculations have gotten more complicated and take longer to run.
- Accordingly, OSPI cannot wait for P223 and P223Hs to be submitted.
 - For original files, we will begin the monthly enrollment process if they are not submitted.
 - Any revisions that have not been submitted will be deleted.
- Districts cannot submit files until the monthly process is done.
- Notice will be sent to ESDs when districts can begin revising their files.

	Due Date to Submit Files To ESD	Estimated Time that Revisions Can Begin
Sep	20th	26th
Oct	17th	24th
Nov	14th	21st
Dec	14th	20th
Jan	16th	23rd
Feb	13th	20th

	Due Date to Submit Files To ESD	Estimated Date that Revisions Can Begin
Mar	15th	21st
Apr	15th	22nd
May	15th	22nd
Jun	13th	19th
Jul	16th	23rd
Aug	15th	22nd

Questions ?