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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

July 25, 2022

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(X) Informational

BULLETIN NO. 046-22 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: 2022–23 Enrollment Reporting Handbook

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding
360-725-6306, becky.mclean@k12.wa.us

PURPOSE/BACKGROUND

This bulletin provides notice that the updated Enrollment Reporting Handbook for the 2022–23 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 2021–22 SCHOOL YEAR

2022–23 Options for Instructional Funding Model

As outlined in Bulletin #026-22 posted on May 3, 2022, the options for instructional funding models for the 2022–23 school year are:

- **In-person Instruction** assumes students are attending school in-person in a physical classroom that is supervised by a teacher and where attendance is taken.
- **Continuous Learning 2.0+** provides LEAs flexibility to serve students and families with health and safety needs that may limit in-person instruction. It may include daily scheduled on-campus instructional activities or, where necessary due to student health and safety needs, synchronous online instructional activities off-campus. Asynchronous instruction time away from the physical school setting must not exceed a maximum of 30% of daily

scheduled instructional time.

- **ALE Instruction** is a delivery method and funding model for the program of basic education where courses or grade-level coursework are provided in-whole or in-part away from the regular classroom setting or schedule.

For both in-person Instruction and Continuous Learning 2.0+, student FTE is based on the enrolled weekly minutes according to a published schedule. For ALE Instruction, student FTE is based on the estimated weekly minutes outlined in a written student learning plan.

2023 Summer Quarter Running Start

[Engrossed Substitute Senate Bill 5693](#)(504)(18) requires OSPI to adopt rules to fund Running Start for the summer college term. OSPI is working on these rule changes and drafting guidance for the 2023 summer college term. Throughout this handbook, guidance for reporting summer Running Start is not provided. Look for this guidance in a future notification.

Face-to-Face Contact for Open Doors Programs

A permanent rule revision was made to WAC 392-700-015(3) that changed the definition of the Open Doors attendance period requirement and how the two hours of contact in the prior month can be delivered in order to claim an Open Doors student for state funding.

- **In-person two hours of face-to-face contact** is required for:
 - A student who is new to an Open Doors program and within the first full month of attendance.
 - For any month where the student was not claimed for state funding due to not making academic progress within the allowable time.
- **Two hours of digital-synchronous interaction** is allowable for a student is not new to a program, has been claimed twice by an Open Doors program, and is making the necessary academic progress to be claimed for state funding.

Transition Recovery Services for Students with Disabilities Over Age 21

Transition recovery services for students with disabilities who are 21 years old at the beginning of the school year will continue to be funded for the 2022–23 school year. LEA's will report eligible students monthly using the [Transitional Recovery Services Smartsheet tool](#). Do not report these students on an LEA's monthly Forms P-223 or P-223H.

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

BULLETIN NO. 046-22 SAFS

July 25, 2022

Page 3

grants and programs use enrollment data to determine allocations or funding eligibility.

ENROLLMENT REPORTING HANDBOOK AND UPDATES

The 2022–23 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 [Bulletin](#) page of the OSPI website.

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Chief of Staff

T.J. Kelly
Chief Financial Officer
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Michelle Matakas
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Attachment: 2022–23 Enrollment Reporting Handbook

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