

# Enrollment Reporting Update

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*Building Connections 2018*

# Agenda

- Change to the FTE Calculation for 2018–19
- Updates on the NEW Enrollment Application
- State Funded College in the High School (CHS) Subsidies
- Work Based Learning (WBL) Enrollment Reporting



# Changes to the FTE Calculation for 2018–19

- RCW 28A.150.260 (13c) states that OSPI is to, in rule, define a FTE based on the minimum instructional hours required in RCW 28A.150.220 which states:
  - At least 1,080 annual instructional hours for students enrolled in grades 9–12.
  - At least 1,000 annual instruction hours for students enrolled in grades K–8.
  - Annual instructional hours can be averaged across grades – 1,027.
- This requirement has been delayed for two school years (2016–17 and 2017–18).
- Starting with the 2014–15 school year, approximately \$96 million was allocated in SSB 6652 targeted towards high school students only.
  - Funding did not flow through to vocational and skill center programs.
- Beginning with 2018–19, FTE calculation will change:
  - From 720 annual hours for grades K–3 and 900 annual hours for grades 4–12.
  - To 1,000 annual hours for all grades.



# Rule Change Process

- The following WACs were revised and permanently adopted on August 2, 2017.
  - [WAC 392-121-122](#) – Definition – Full-time equivalent student
  - [WAC 392-121-133](#) – Definition – Annual average full-time equivalent students
  - [WAC 392-121-136](#) – Limitation on enrollment counts
  - [WAC 392-121-137](#) – Full-time equivalent enrollment of students with a disability
  - [WAC 392-122-225](#) – Definition – State institutional education program – Institutional education FTE students
  - [WAC 392-122-421](#) – Full-day kindergarten program – Definition
  - [WAC 392-169-057](#) – Enrollment – Extent of combined high school and running start enrollment
- Public hearing was held on July 28, 2017.



# What does this mean?

- 1,000 annual hours ÷ 180 school days = 5.55 hours which translates to:

	From		To
	For Gr K–3	For Gr 4–12	For All Grades
Daily Hours	4 hours	5 hours	5 hours & 33 minutes
Daily Minutes	240 minutes	300 minutes	333 minutes
Weekly Hours	20 hours	25 hours	27 hours & 45 minutes
Weekly Minutes	1,200 minutes	1,500 minutes	1,665 minutes

- Grades K–3 FTE is diluted by 28%, Grades 4-12 by 10%.
- Examples:
  - A 1-hour high school class changes from 0.20 FTE to 0.18 FTE.
  - A 1st grader enrolled for 2 daily hours changes from 0.50 FTE to 0.36 FTE.



# What does this mean for CTE enhanced funding?

- CTE FTE will be reduced by 10%.
- Additional non-CTE FTE can be claimed.
- For example,
  - A high school schedule has six classes per day that meet one hour a day/five days a week. Each class has 300 weekly minutes.
  - Student is enrolled in one CTE class and 5 non-CTE class.

School Year	Weekly Minutes	CTE Class FTE	Non-CTE Class FTE	Total FTE
2017–18	1,500	0.20	0.80	1.00
2018–19	1,665	0.18	0.82	1.00



# What does this mean for Skill Center enhanced funding?

- Skill Center FTE will be reduced by 10%.
- Claimable high school FTE will not increase.
- For example,
  - A Skill Center class meets three hours a day/five days a week – for 900 weekly minutes.
  - The high school schedule has six classes per day that meet one hour a day/five days a week. Each class has 300 weekly minutes.
  - Student is enrolled in the Skill Center class and 3 high school classes.

School Year	Weekly Minutes	Skill Center Class FTE	High School Class FTE	Total FTE
2017–18	1,500	0.60	0.60	1.20
2018–19	1,665	0.54	0.54	1.08



# Methods To Determine FTE

- FTE is the measurement of student's enrollment and is used to fund most of a district's apportionment.
- Claiming FTE is based on:
  - Seat-time instruction: enrolled hours in a classroom.
  - Running Start (RS) class: enrolled college credits.
  - ALE program: estimated hours of learning in written student learning plan.
  - Work based learning (WBL): actual hours in a WBL program.
  - Ancillary services: actual hours of services.
  - Open Doors (OD) program: program's total planned hours of instruction (below 100 level classes) or enrolled college credits (college level classes).





# Seat-time Instruction

- Middle and high schools' bell schedules must be reviewed and FTE recalculated for the 2018–19 school year – using 1,665 enrolled weekly minutes – instead of 1,500.
  - 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 busses 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.



# Seat-time Instruction

## *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.
- 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 1<sup>st</sup> grade student attends one hour or 60 minutes a week. FTE would be 0.04 ( $60 \div 1,665$ ).
  - A 4<sup>th</sup> grade student attends two hours a day/5 days a week for 600 ( $120 \times 5$ ) weekly minutes. FTE would be 0.36 ( $600 \div 1,665$ ).



# ALE Enrollment

- ALE enrollment is based on the estimated hours of learning in a Written Student Learning Plan (WSLP).
- Estimated hours of learning will need to be increased in order for an ALE programs to claim the FTE that was previously reported.



# Open Doors

- Open Doors programs must increase their program's annual hours from 900 to 1,000.
- Open Doors programs must submit an annual reporting calendar to the reporting districts at the beginning of each school year. See WAC 392-700-155.
- For 2018–19, these calendars must show 1,000 annual hours.



# Super FTEs

- There is no change to the Super FTEs.
  - A student attending both high school and Running Start can be claimed for up to a 1.20 FTE in any month – except for January, and only when the winter college quarter and high school first semester overlaps.
  - A student attending both high school and skill center can be claimed for up to a 1.60 FTE in any month.
- However, students will need to attend more hours to reach the Super FTE limitation.



# Running Start

- Running Start (RS) formula will not change.
  - 15 college credits continue to equal 1.0 FTE.
  - Students attending only RS will not be eligible for more than 15 credits.
- However, in some cases, a student enrolled in high school and RS may be eligible for additional RS credits.
  - Dependent on the high school schedule and student’s high school load.

Examples - showing additional RS credits			
Was		Changes to	
High School FTE	0.80 1-hr classes	0.72	
College FTE	0.40 6 college credits 4	0.48 7 college credits	
High School FTE	1.00 1-hr classes	0.90	
College FTE	0.20 3 college credits	0.30 4 college credits	

Examples - showing no additional RS credits			
Was		Changes to	
High School FTE	0.20 1 1-hr classes	0.18	
College FTE	1.00 15 college credits	1.00 15 college credits	
High School FTE	0.40 2 1-hr classes	0.36	
College FTE	0.80 12 college credits	0.84 12 college credits	



# Running Start

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- For Fall 2018 planning, make sure counselors are using the updated RSEVF form posted here: <http://www.k12.wa.us/safs/INS/ENR/1819/RSEVF%202018-19.pdf> and the bell schedule FTE for 2018–19.

From

Running Start Funding Limit Table			
Enrolled High School		Tuition-Free College Credit	
Weekly Minutes *	FTE	Max FTE	Max Credits
0 - 307	0.00 - 0.20	1.00	15
308 - 412	0.21 - 0.27	0.93	14
413 - 502	0.28 - 0.33	0.87	13
503 - 607	0.34 - 0.40	0.80	12
608 - 712	0.41 - 0.47	0.73	11
713 - 802	0.48 - 0.53	0.67	10
803 - 907	0.54 - 0.60	0.60	10 **
908 - 1,012	0.61 - 0.67	0.53	8
1,013 - 1,102	0.68 - 0.73	0.47	7
1,103 - 1,207	0.74 - 0.80	0.40	6
1,208 - 1,311	0.81 - 0.87	0.33	5
1,312 - 1,402	0.88 - 0.93	0.27	4
1,403 or more ***	0.94 or more ***	0.20	3

To

Running Start Funding Limit Table			
Enrolled High School		Available College	
Weekly Minutes *	FTE	Max Allowed FTE	Max Credits
0 - 341	0.00 - 0.20	1.00	15
342 - 457	0.21 - 0.27	0.93	14
458 - 557	0.28 - 0.33	0.87	13
558 - 674	0.34 - 0.40	0.80	12
675 - 790	0.41 - 0.47	0.73	11
791 - 890	0.48 - 0.53	0.67	10
891 - 1,007	0.54 - 0.60	0.60	⊗9/10
1,008 - 1,123	0.61 - 0.67	0.53	8
1,124 - 1,223	0.68 - 0.73	0.47	7
1,224 - 1,340	0.74 - 0.80	0.40	6
1,341 - 1,456	0.81 - 0.87	0.33	5
1,457 - 1,556	0.88 - 0.93	0.27	4
1,557 or more	0.94 - 1.00	0.20	3



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# Summer and Ancillary Services

- Summer (P223S) and Ancillary Services (P240) AAFTE will be based on 1,000 hours for all grades.
- AAFTE will be calculated by dividing actual hours by 1,000.
- FTE change begins September 2018.
  - Summer 2018 AAFTE will continue to be calculated by dividing actual hours by 900. Summer 2019 AAFTE will be based on 1,000.

## Work Based Learning

- No change to Work Based Learning calculation.
- Instructional WBL will be calculated by dividing actual hours by 100.
- Cooperative WBL will be calculated by dividing actual hours by 200.





# Caseload Forecast Analysis

- The Caseload Forecast Council asked us to project what we will see when the FTE changes.
- Based on data submitted by several districts, our analysis shows – assuming actual enrollment does not grow and remains:

OVERALL	
Grades	% Reduction
K	0.03%
1 <sup>st</sup>	0.01%
2 <sup>nd</sup>	0.02%
3 <sup>rd</sup>	0.03%
4 <sup>th</sup>	0.01%
5 <sup>th</sup>	0.02%
6 <sup>th</sup>	0.09%
7 <sup>th</sup>	0.21%
8 <sup>th</sup>	0.12%
9 <sup>th</sup>	0.15%
10 <sup>th</sup>	0.25%
11 <sup>th</sup>	0.97%
12 <sup>th</sup>	1.86%
Total	0.28%

Vocational	
Types	% Reduction
Gr 7-12 CTE	9.91%
Gr 9-12 CTE	9.90%
Skill Center	9.90%

Running Start	
Types	% Increase
Gr 11	1.76%
Gr 12	1.03%
Total	1.13%



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# Updates on the NEW Enrollment Application

- Remember you can upload your data by:
  - Creating a TXT file of your data and uploading using the IMPORT tab.
  - For Skyward users, by exporting your data through the FTP process.
  - If data does not show up in NEW Enrollment application, contact me to see if the file processor is working (needs to be woken up).
  - When uploading data, the data submitted will only overwrite the fields for the data submitted.
- Enrollment reports are run at a district level only.
  - No school level reports are created. The Extract provides the school level data.
  - The following reports are available in the NEW Enrollment:
    - 1251 – FTE Summary
    - 1251H – HC Summary
    - 1735T – Special Ed District Summary
    - 1251SR – Serving District FTE by Resident District
    - 1251HSR – Serving District HC by Resident District
    - 1735SR – Serving District Special Ed by Resident District
    - 1251RS – Resident District FTE by Serving District – **NEW**
    - 1735RS – Resident District Special Ed by Serving District – **NEW**



# Updates on NEW Enrollment Application

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- Data Extracts provides a way to see School Level detail.
  - Creating an Excel spreadsheet of the enrollment reported.
  - Extracts can be run:
    - For a specific month or the entire school year.
    - For the data that is “Accepted by OSPI” status or data that is in the most recent non-“Accepted by OSPI” file.
    - For the district level or at the school level.
  - Use the Filter function to look up rows.
  - Use Pivot Table function to create the school level reports needed.



The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Select Org, OLD Enrollment, NEW Enrollment, F-195, and F-196. Below the menu, there are links for List Enrollment, Reports, Manage Resident Districts, and Extract (which is circled in red). The main content area is titled "School Apportionment and Financial Services (S/". Underneath, there is a section titled "Download Extract" with the instruction "Select a month, year, and if you want to include Non Standard, then cl". The form includes a dropdown menu for the year set to "2016-2017", another dropdown for the month set to "March", and four checkboxes: "Only Approved by OSPI", "Include Cumulative Months", "School Level", and "Include Non-Standard". A "Download Spreadsheet" button is located at the bottom of the form.



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# State Funded College in the High School (CHS) Subsidies

- Remember to apply for CHS subsidies.
- These subsidies pay the dual credit fees for specific students enrolled in CHS courses.
- Subsidies will be allocated \$65 per college quarter credit.
- Subsidies were to be awarded based on the following priority:
  - Tier 1 – High schools that are or students that live 20 miles or more from a college that offers Running Start.
  - Tier 2 – High schools that receive small high school funding.
  - Tier 3 – Remaining high schools.
- For Tiers 1 and 2, any 11<sup>th</sup> or 12<sup>th</sup> grade student enrolled in CHS courses would be qualify for up to 10 college credits per school year.
- For Tier 3, 11<sup>th</sup> or 12<sup>th</sup> grade FRPL eligible students would be qualify for 5 college credits per school year.



# State Funded College in the High School (CHS) Subsidies

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- For 2018–19 school year:
  - iGrant FP 732 used to apply for the 2018–19 CHS subsidies was launched May 1, 2018.
  - Deadline to submit your FP 732 is July 1, 2018.
  - Districts will be notified as soon as possible which high school will qualify for the CHS Subsidies.
- For 2017–18 school year:
  - Districts request payment of the subsidies by submitting a Request for Payment of the CHS Subsidies form after the class is completed and grades are posted.
  - Link to form:  
[http://www.k12.wa.us/SAFS/INS/ENR/1718/State Funded CHS Subsidies Payment Request 2017-18.xlsx](http://www.k12.wa.us/SAFS/INS/ENR/1718/State_Funded_CHS_Subsidies_Payment_Request_2017-18.xlsx).
  - Deadline to submit this form is July 15, 2018.



# Work Based Learning (WBL) Enrollment Reporting

- WBL opportunities can be claimed for **Basic Ed state funding** when:
  - A student's WBL experience earns additional credit.
  - There is a completed learning plan.
  - There is an agreement between the district and the workplace, and
  - Student has participated in a program orientation.
- WBL opportunities can be claimed for **CTE enhanced funding** when:
  - The WSL is a state-approved vocational class, and
  - The instructor who is either teaching or coordinating the WSL has a valid vocational endorsement for the subject area.
- WBL opportunities can be claimed for **Skill Center enhanced funding** when:
  - The WBL is a preparatory and part of a state-approved skill center course, and
  - The instructor who is either teaching or coordinating the WBL has a valid skill center endorsement for the subject area.
- WBL done through an **Open Doors program** cannot be claimed as an additional FTE or reported for enhanced CTE funding.
- WBL done in association with an **ALE class** can generate enhanced CTE funding.



## Types of WBL

- WBL can be either cooperative or instructional.
- Cooperative WBL is one that is:
  - Coordinated by an instructional staff,
  - Typically an employer/employee relationship, and
  - Could include salary for the student.
- Instructional WBL is one that is:
  - Embedded in a high school class,
  - Taught by an instructional staff, and
  - Student does not earn a salary.

## Limitation on the Amount of Claimable Hours

- No more than 360 hours of cooperative WBL for each 1 credit awarded.
- No more than 180 hours of instructional WBL for each 1 credit awarded.



# Calculating WBL as an FTE

- Depending on the type of WBL, FTE for WBL is calculated as follows:
  - Cooperative – divide the monthly actual hours by 200.
  - Instructional – divide the monthly actual hours by 100.
- WBL FTE is reported monthly for the month that the WBL occurred. Will require revising that month's P223.
- For example:
  - Student had 40 hours of **cooperative** WBL in January. The FTE is 0.20 ( $40 \div 200$ ). The available FTE should be reported on the January P223.
  - Student had 40 hours of **instructional** WBL in October. The FTE is 0.40 ( $40 \div 100$ ). The available FTE should be reported on the October P223.





# Understanding the FTE Limitation as It Applies to WBL

When claiming WBL hours, a student cannot exceed the allowable FTE limitation.

- High school WBL:
  - A student cannot be claimed for more than a 1.0 FTE in any month for Basic Ed funding (K–12 FTE field). WBL hours may not be able to be claimed if the student is already claimed as a 1.0 FTE for his high school enrollment.
  - If the WBL qualifies for CTE enhanced funding, the WBL hours may be included in the 9–12 Vocational FTE field, provided the student does not exceed the 1.0 FTE in this field.
- Skill Center WBL:
  - A student cannot be claimed for more than a 1.0 FTE by a skill center – for both the Basic Ed funding (K–12 FTE field) and for Skill Center enhanced funding (Skill Center FTE field).
  - When enrolled in both a high school and skill center, a student cannot be claimed for more than a combined 1.60 FTE.
  - WBL hours can be claimed provided the student does not exceed these limitations in any month.



# Resources for Enrollment Reporting

- 2017–18 Enrollment Reporting Handbook found here:  
<http://www.k12.wa.us/safs/INS/ENR/1718/eh.asp>.
- 2018–19 Enrollment Reporting Handbook should be available In July.
- Becky McLean, OSPI
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# Questions ?



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