



SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 17, 2017

(X) Action Required
(X) Informational

BULLETIN NO. 056-17 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Chief Administrators of Operating Open Doors Programs
Open Doors Program Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Open Doors Program Enrollment Reporting for the 2017–18 School Year

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

PURPOSE

This bulletin provides enrollment reporting instructions for Open Doors programs, as well as the 2017–18 funding rates for these programs. Open Doors programs are statewide dropout reengagement programs that have been approved by the Office of Superintendent of Public Instruction (OSPI) and are operated pursuant to [RCW 28A.175.100](#) and [Chapter 392-700 WAC](#). For detailed guidance and sample forms, refer to the Open Doors program website at <http://www.k12.wa.us/GATE/SupportingStudents/StudentRetrieval.aspx>.

Open Doors programs can claim students for state funding that have met the eligibility and enrollment reporting requirements.

ELIGIBILITY REQUIREMENTS

An eligible student for the 2017–18 school year is one who:

- Is between the age of 16 and 20 as of September 1, 2017.
- Has not met the high school graduation requirements of the reporting district, tribal compact school, or direct-funded technical college or has not earned a college degree.
- Is not currently enrolled in any high school classes that receive state basic education funding, except for special education services, skill center, Jobs for Washington’s Graduates, or Running Start programs.

- Is a resident of the reporting district or has a completed choice transfer or interdistrict agreement in place to attend the reporting district as a nonresident student. For direct-funded technical college programs, there is an interlocal agreement in place with the student's resident district. For tribal compact school programs, choice transfer or interdistrict/interlocal agreements are not required.
- Has not exceeded the 1.0 Annual Average Full-Time Equivalent (AAFTE) pursuant to [WAC 392-121-133](#) to include prior enrollment in another OD program, high school, private school, and home-based instruction. A student who has been claimed as a full-time student by a high school or another OD program or who was enrolled in a private school or receiving home-based instruction for the months, September through June, would have an AAFTE of 1.0 by the June count.
- Is significantly behind in credits based on the student's cohort graduation date at the time of enrollment in the program. Refer to [WAC 392-700-035\(1\)\(c\)](#) for the rules to determine a student's credit deficiency. If after the credit deficiency calculation is run and the student is deemed not to be credit deficient, a recommendation from a case manager from the Department of Social and Health Services, the juvenile justice system, district designated school personnel, or staff from a community agency which provides educational advocacy services can be used to support the student's eligibility to enroll.

ENROLLMENT REPORTING REQUIREMENTS

Students can be claimed for state funding on the program's monthly count day if they:

- Are enrolled in an Open Doors program (have not withdrawn or dropped out of the program); and
- Are not confined and expected to engage in educational services at a state institution.

Count day is the fourth instructional day of September and the first instructional day for the months of October through August.

A student may be counted on a count day if they meet the following participation requirements:

- For the first month of the student's enrollment in the Open Doors program, has participated in instruction, case management, career counseling, and/or academic counseling on or before the monthly count day.
- For the remaining months of program enrollment, has met the following requirements:
 - Attendance Period requirement in the prior month as defined in WAC 392-700-015(3),
 - Weekly Status Check requirement in the prior month as defined in WAC 392-700-015(24), **and**
 - For below 100 level classes, made satisfactory progress as defined in WAC 392-700-160(2).

FULL-TIME EQUIVALENT (FTE) CALCULATION

Programs will determine a student's FTE on each monthly count day based on the student's level of enrolled courses. For below 100 level classes, FTE is determined based on the program's annual instructional hours. A program providing 900 annual hours of instruction can claim an eligible student enrolled in a below 100 level class as a 1.0 FTE. Below 100 level classes are limited to be claimed as a nonvocational FTE and do not qualify for enhanced vocational funding.

College level class FTE is based on the number of college credits for which a student is enrolled. Fifteen college credits equal 1.0 FTE. College level classes can be claimed as both a nonvocational and vocational FTE.

Careful attention must be taken to ensure no student is claimed for more than 1.0 FTE when concurrently enrolled in a Jobs for Washington Graduate program or receiving special education services outside of the program. Additionally, no Open Doors student enrolled in a skill center and/or Running start program can exceed the FTE limitation provided in WAC 392-121-136.

HOW AND WHEN TO REPORT OPEN DOORS ENROLLMENT

Open Doors programs use the attached paper Form P-223-1418 to report their monthly enrollment to the district, tribal compact school, or direct-funded technical college that is authorized to report the program's enrollment. This form is due to the reporting district, tribal compact school, or direct-funded technical college on September 15 and the eighth calendar day of the months October through August. If the actual enrollment is not known by the due date, programs should submit an estimate on Form P-223-1418 to meet the due date and then

submit a revised Form P-223-1418 when the actual enrollment is known.

The district, tribal compact school, or technical college includes the program's enrollment on the electronic Form P-223.

FUNDING

Funding for the Open Doors programs is based on a 10-month average of the program's total monthly reported enrollment using the Running Start rates. For the 2017–18 school year, these rates are \$6,570.44 per nonvocational AAFTE and \$7,459.38 per vocational AAFTE.

Districts, tribal compact schools, direct-funded technical colleges, and consortium leads may retain a percentage of the allocations. Refer to the program's Letter of Intent and Scope of Work submitted to OSPI for program approval to determine these percentages.

DOCUMENTATION REQUIRED FOR AUDIT

Open Doors programs are required to retain, for audit purposes, evidence of each student's eligibility, as well as student's meeting the enrollment reporting requirements beginning on page 2 of this bulletin. Refer to detailed documentation guidance posted on the Open Doors program website:

http://www.k12.wa.us/GATE/SupportingStudents/pubdocs/OD1418_DocRqrmntsAttndnceWklyStatus.pdf.

Enrollment reported for state funding is subject to audit by the Washington State Auditor's Office. Lack of adequate documentation can result in audit findings or exceptions and recovery of state funding.

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INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact the following:

- Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or by email at becky.mclean@k12.wa.us; or
- Laurie Shannon, Graduation and Reengagement Program Supervisor, regarding Open Doors program aspects, at 360-725-4472 or by email at laurie.shannon@k12.wa.us.

The OSPI TTY number is 360-664-3631.

This bulletin is also available on OSPI's website at
<http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

Jamila B. Thomas
Chief of Staff

Lisa Dawn-Fisher, PhD
Chief Financial Officer
Financial Resources

T.J. Kelly
Director
School Apportionment and Financial Services

CR:bem

Attachment: Form P-223-1418, Monthly Report of Approved Open Doors (OD) Youth
Reengagement Program Eligible Enrollment

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.