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the enrollment reporting for state funding must be in accordance with state law and the appropriate rules.

- **Private School Students** – Private school students are limited to enroll in public school courses or services not available at the private school. State funding for private school students is provided for the time the students are served directly by LEA school staff on the school grounds or on sites controlled by the LEA. Instruction provided by a private school cannot be reported.
- **Home-Based Students** – For enrollment reporting purposes, only the time a home-based student is provided services by LEA staff on school grounds can be reported for state funding. The time the student is instructed or supervised by the parent cannot be reported.
- Part-time enrollment can be reported as either a partial FTE on Form P-223 or the actual hours of services on Form P-240.
 - Report part-time enrollment in regularly scheduled classroom instruction as a partial FTE on Form P-233. Refer to Section 6.I. of this handbook to determine a student’s partial FTE.
 - Report actual hours as ancillary services on Form P-240. Refer to Section 7.M. of this handbook for more information on ancillary services.

A. Grade Level Definition

Student’s grade level is determined as follows per RCW [28A.225.160](#):

- **Kindergarten** – WAC [392-121-10601](#) defines kindergarten as an instructional program conducted per RCW [28A.150.220](#) for students who are five years of age on September 1 for the current school year, per Chapter [392-335](#) WAC.
- **First Grade** – WAC [392-121-10602](#) defines first grade as an instructional program conducted for students who are six years of age on September 1 for the current school year, or who meet the requirements for kindergarten experience qualification for first grade, per Chapter [392-335](#) WAC.
- **Exceptions for Kindergarten and First Grade** – LEAs may adopt regulations that provide for individual exceptions to the uniform entry qualifications.
- **Other Grades** – Other grade level definitions are determined by the LEA.

B. Full-Time Equivalent (FTE) Calculation

Student’s FTE calculation differs depending on the type of enrollment they are enrolled in per WAC [392-121-122](#).

Per WAC [392-121-011](#), FTE is rounded to the nearest two decimal places. Rounding of student FTE should follow the general rule: a decimal ending in five or more is rounded up; a decimal ending in four or less is rounded down.

- **Classroom Instruction** – FTE for classroom instruction including direct-funded technical college programs is based on weekly enrolled minutes in a classroom. Schools with regular scheduled late starts or early releases must adjust their FTE to

reflect these shortened days. Recess and passing time can be included. Time for meals must be excluded.

For middle and high schools, FTE is calculated based on each class period's weekly minutes divided by 1,665.

Example 1: A 12th grade student is enrolled in a class that occurs 1 hour per day 5 days a week. The class' total weekly hours is 300. The student's FTE is 0.18 ($300 \div 1,665$).

Example 2: A high school has a regularly scheduled late start on Wednesday. The classes that day are each 45 minutes long. For the remaining days that week, classes are 60 minutes long. Total weekly minutes per class is 285 minutes and each class' FTE would be 0.17 ($285 \div 1,665$).

For elementary schools and self-contained special education classroom, FTE is calculated based on each student's weekly minutes. Students enrolled in courses of study for at least 1,665 weekly minutes is reported as a 1.00 FTE. If the student is enrolled for less than these minimum weekly minutes, the student's FTE would be reported as a partial FTE by dividing the actual weekly minutes by 1,665.

Example 3: A 4th grade student is enrolled 3 hours per day 5 days a week. The student's total weekly minutes is 900. The student's FTE is 0.54 ($900 \div 1,665$).

- **Passing Time** – WAC [392-121-122](#) provides flexibility to count passing time for state funding. The weekly hours and minutes used to determine a student's FTE can include passing time between classes excluding time for meals based on the following rules:
 - **Limitation on the Passing Time Amount** – For every 50 minutes of instruction, up to 10 minutes of actual passing time can be claimed. In other words, 20 percent of the total instruction time can be claimed as passing time. However, the passing time must occur for the amount claimed and must be part of the scheduled school day where the general student body is under the jurisdiction of the school staff.

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