



SUPERINTENDENT OF PUBLIC INSTRUCTION

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(X) Action Required

(X) Informational

BULLETIN NO. 073-07 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
Chief School District Administrators
Assistant Superintendents for Business and/or Business Managers

FROM: Dr. Terry Bergeson, State Superintendent of Public Instruction

RE: 2007–08 Enrollment Reporting Handbook

CONTACT: Mitch Thompson, (360) 725-6306, mitch.thompson@k12.wa.us
Agency TTY number (360) 664-3631

PURPOSE

The 2007–08 *Enrollment Reporting Handbook* provides school districts, educational service districts (ESDs), and other users with a reference manual and forms for reporting enrollment to School Apportionment and Financial Services (SAFS) at the Office of Superintendent of Public Instruction (OSPI). Copies of the following reporting forms are included in the handbook:

- P-223 Monthly Report of School District Enrollment Eligible for Basic Support
- P-223H Monthly Report of School District Special Education Enrollment
- P-223S Nonstandard School Year AAFTE Enrollment Eligible for Basic Support
- P-240 Monthly Attendance Report of Ancillary Services to Part-Time Students Eligible for Basic Support
- P-213 Report of Students Residing in Nonhigh Districts and Enrolled in High School Districts
- E-525 Report of Final Home and Hospital Attendance

CHANGES THIS YEAR

Number one below is included as an important development to keep readers informed about the re-host project. The rest of the changes for 2007–08 are all results of this year's budget legislation.

- 1. APPORTIONMENT SYSTEMS RE-HOST PROJECT:** The apportionment systems are being moved to a new platform to better support current and future operations. Starting in the 2007–08 school year, school districts will use OSPI’s Education Data System (EDS) interface for enrollment reporting. A planned Phase 2 will make enhancements to the system at a future date. Contact Mitch Thompson at (360) 725-6306 or mitch.thompson@k12.wa.us or your ESD enrollment contact for information on the new system. The P-223 in the EDS system will continue to be a separate report from the reporting in OSPI’s Core Student Records System.
- 2. SKILLS CENTER ENROLLMENT FTE:** The Legislature approved the enhanced FTE this year for Skills Center students. This change allows a skills center student to be reported for a combined FTE of no more than 1.6. (See page 17 of the 2007–08 Enrollment Reporting Handbook for more information.)
- 3. STATE FUNDED FULL-DAY KINDERGARTEN:** The Legislature also approved the funding for full-day kindergarten in the highest poverty schools. Districts who apply and are approved must report the FTE for the appropriate schools separately.
- 4. MIDDLE SCHOOL/JR. HIGH VOCATIONAL PROGRAM:** The Legislature approved funding for middle school and junior high school vocational programs. Districts must report the FTE for these students separately from the secondary vocational FTE.
- 5. SPECIAL EDUCATION ENROLLMENT AGE SPLIT:** Special education students are now broken down into three different age categories. The categories are:
 - Ages 0–2.
 - Ages 3–5 year olds not yet enrolled in kindergarten.
 - 5-year-olds enrolled in kindergarten–age 21.Students age 6 and above not yet enrolled in kindergarten should be reported consistent with WAC 392-121-137.
- 6. PASSING TIME:** Additional guidance on Passing Time and FTE calculation related to that time has been provided on page 15 of the 2007–08 Enrollment Reporting Handbook.

HOW REPORTED ENROLLMENT IS USED

Enrollment reported to OSPI is used to determine state funding for basic education, special education, bilingual, highly capable, and learning assistance programs.

Additionally, a variety of other state and federal grants and programs use enrollment data to determine allocations or school district funding eligibility. Last school year (2006–07) a full-time student generated an average of \$4,459 of state basic education funding excluding enhancements. All eligible K–12 students generate basic education funding based upon their reported full-time equivalency. Additionally, qualified students generate special education funding at a district's basic education rate times .9309 for 3–21 year-old students and a district's basic education rate times 1.15 for 0–2 year-old students.

Special education funding for the 2007–08 school year will be at a district's basic education rate times .9309 for 5–21 year-old students enrolled in kindergarten and beyond and at the resident district's basic education rate times 1.15 for 0–5 year-old students not yet enrolled in kindergarten.

ENROLLMENT REPORTING HANDBOOK AND UPDATES

The *Enrollment Reporting Handbook* and individual enrollment reporting forms are available on the SAFS website under the Instructions, Enrollment Reporting, and 2007–2008 link at <http://www.k12.wa.us/safs/>. Any corrections or updates during the school year will be posted to this website.

QUESTIONS

Questions regarding enrollment reporting should be directed to the appropriate ESD fiscal office or to Mitch Thompson, School Apportionment and Financial Services, (360) 725-6306. The agency TTY number is (360) 664-3631. The SAFS fax number is (360) 664-3683.

FINANCIAL RESOURCES

Jennifer Priddy
Assistant Superintendent

SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

Calvin W. Brodie
Director

TB:mst

Attachment – 2007–08 Enrollment Reporting Handbook