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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 18, 2011

(X) Action Required

(X) Informational

## BULLETIN NO. 052-11 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

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

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: 2011–12 Enrollment Reporting Handbook

CONTACT: Becky McLean, (360) 725-6306, [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)  
Agency TTY number (360) 664-3631

### PURPOSE

The 2011–12 *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-223RS Monthly Report of Running Start Enrollment
- P-223TC Monthly Report of Technical College Enrollment Eligible for Basic Education Support
- E-672 Monthly Report of Institutional Education Program 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**

### **A. Running Start 1.20 FTE Limitation**

Beginning in the 2011–12 school year, Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.20 full-time equivalent (FTE). Students that exceed the 1.20 FTE will be charged tuition at the college for the credits that exceed the 1.20 FTE limitation.

For Fall 2011 high school and college registration, student schedules must be reevaluated to determine whether the combined high school/college enrollment exceeds 1.20 FTE, even if they have pre-registered at the high school and the college. The new Running Start Enrollment Verification Form must be completed by the student, parents, high school, and college. This form outlines the new funding limits and ensures that all parties involved understand the possibility of incurring tuition costs.

For further guidance, see Section 6.G. of the 2011–12 Enrollment Reporting Handbook and Bulletin No. 047-11 – Students Participating in Running Start Programs Funded up to a Combined Maximum Enrollment of 1.20 FTE and its attachments; Attachment A – Clarification Document and Attachment B – Running Start Enrollment Verification Form.

### **B. Alternative Learning Experience (ALE) Programs**

The rules that govern the ALE program requirements (WAC 392-121-182) have changed significantly. A detailed explanation of these changes can be found at: <http://digitallearning.k12.wa.us/ale/>.

For enrollment reporting, the changes include the following:

- **Reporting Students Not Making Satisfactory Progress**

A student whose progress was unsatisfactory after the monthly evaluation will be required to have an intervention plan in place within five days of the evaluation. If an intervention plan is in place within five days, the student may be claimed for that month's P-223 based on the weekly instruction hours identified in the student written learning plan. If an intervention plan is not in place within five days of the unsatisfactory evaluation, the student's FTE must be removed from that month's P-223. The reporting of actual instructional hours after an unsatisfactory evaluation is no longer required.

- **Reduction of Funding for ALE Programs**

The 2011 Legislature passed ESHB 2065, which requires a funding reduction for ALE programs. Students in ALE programs who meet the face-to-face teacher/student contact for an average of one hour per week during each month will be funded at 90% of the general apportionment rate. Students who do not meet the required contact time will be funded at 80% of the general apportionment rate. An exception is allowed for online ALE programs, allowing for synchronous digital contact for students with learning plans that include only online courses.

Districts should continue to report their ALE program enrollment by grade, by month, and by home districts through the SAFS ALE Enrollment Reporting system. In addition, districts will be required to report their ALE enrollment based on whether the minimum face-to-face contact time requirement is met or not.

The P-223 and P-223S forms have been updated to accommodate the additional ALE enrollment requirements. New columns for reporting ALE Grades K–12 enrollment (Headcount and FTE) have been added. By utilizing these columns, districts will indicate which enrollment is meeting the face-to-face contact requirement, and which does not. Finally, fields for reporting ALE programs that generate Skills Center, Secondary Vocational, and Middle School Vocational funding have been added.

Since ALE enrollment is reported based on the average weekly contact time during the month, districts must wait until the end of the month to assess whether the minimum contact time was met and to report accordingly the ALE enrollment on the P-223. As such, districts should submit their P-223 on the monthly deadline without reporting their ALE enrollment. For the next month's enrollment deadline, districts should revise their prior month's P-223, adding the ALE enrollment based on whether the minimum contact time was met or not.

Districts should report their ALE enrollment in its entirety. The 90% or 80% adjustment will be done by the Office of Superintendent of Public Instruction (OSPI) based on the data provided by the district.

### **C. K–3 High Poverty School Enrollment Reporting**

The 2011 Legislature has provided additional K–3 enhanced funding for schools that qualify as High Poverty. For a preliminary list of eligible schools in your district, refer to: <http://www.k12.wa.us/SAFS/Misc/BudPrep11/K-3%20Poverty%20Schools%20Summary.xlsx>. Beginning in the 2011–12 school year, districts should begin reporting their kindergarten through third grade

enrollment at the eligible schools. The P-223 and P-223S forms have been updated to accommodate this additional data collection.

#### **D. Enrollment Systems**

The P-223 is a separate report from the Comprehensive Education Data and Research System (CEDARS). For questions or technical assistance with the enrollment reporting system, contact Becky McLean at (360) 725-6306 or [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us), or your ESD enrollment contact.

If you have questions or need technical assistance with CEDARS, please contact OSPI Customer Support at [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us) or by calling (360) 725-6371, or the toll-free number at 1-800-725-4311. If you need access to EDS, please contact your District Security Manager.

#### **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. The ALE funding reduction will be determined by enrollment reporting. 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 (2010–11), a full-time student generated an average of \$5,092 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 students age 5 and enrolled in Kindergarten to age 21, and at the resident district's basic education rate times 1.15 for birth to age 5 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 2011–2012 link at <http://www.k12.wa.us/safs/>. Any corrections or updates during the school year will be posted to this website.

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## QUESTIONS

Questions regarding enrollment reporting should be directed to the appropriate ESD fiscal office or to Becky McLean, 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 AND GOVERNMENTAL RELATIONS

Shawn Lewis  
Chief Financial Officer

## SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

JoLynn Berge  
Director

RD:bem

Attachment – [2011–12 Enrollment Reporting Handbook](#)

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 including gender expression or identity, the presence of any sensory, mental, or physical 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 or P.O. Box 47200 Olympia, WA 98504-7200.