



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 School Apportionment and Financial Services
 Old Capitol Building
 PO Box 47200
 OLYMPIA WA 98504-7200
 (360) 725-6300 TTY (360) 664-3631

ESD	CO	DIST
-----	----	------

MONTHLY REPORT OF RUNNING START ENROLLMENT

(See reverse side for instructions)

COLLEGE/UNIVERSITY NAME	COLLEGE QUARTER (if applicable)	REPORT MONTH
SCHOOL DISTRICT NAME	SCHOOL DISTRICT NO.	REPORT YEAR

COLLEGE/UNIVERSITY RUNNING START ENROLLMENT

	Headcount of Individual Students	Full-Time Equivalent (FTE) Students	
	Total Nonvocational and Vocational	Nonvocational	Vocational
Eleventh Grade			
Twelfth Grade			
Totals			

ENROLLED STUDENTS

(Attach additional pages as needed.)

Student Name	Nonvocational Enrollment		Vocational Enrollment		
	Quarter Credits or Hours Per Week ¹	Full-Time Equivalent ²	Quarter Credits or Hours Per Week ¹	Full-Time Equivalent ²	CIP Code
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
Totals ³					

¹ If college/university quarter credits are awarded, report credits; otherwise, report hours per week of student enrollment.

² Fifteen or more college/university quarter credits equals 1.00 full-time equivalent (FTE). Twenty-five or more hours per week of enrolled class time equals 1.00 FTE. A student's combined nonvocational and vocational FTE cannot exceed 1.00.

³ Total FTEs must agree with totals reported at the top of this form.

CERTIFICATION

I hereby certify that students are reported in accordance with enrollment reporting rules and instructions and that supporting student records are available for audit.

The college/university and the school district should retain this form for audit purposes.

ORIGINAL SIGNATURE OF AUTHORIZED COLLEGE/UNIVERSITY OFFICIAL

DATE

INSTRUCTIONS FOR COMPLETING FORM SPI P-223RS

GENERAL INSTRUCTIONS

Count Dates (WAC 392-169-100)

1. For community and technical colleges and for Central Washington University and Eastern Washington University, count enrollments as of the first college or university school day of each of the months of October through June.
2. For Washington State University, count enrollments as of the first university day of each of the months of September through May.

Due Dates and Routing of Form SPI P-223RS (Form P-223RS)

Submit forms to school district business offices on or before the 8th calendar day of each month, October through June. Submit a separate form to each school district sending Running Start students to the college/university. If actual enrollments are not available by the due date, submit estimates and submit a revised form when actual enrollments are known. Submit revised forms whenever errors are discovered.

School districts must report enrollments to the ESD by the 10th calendar day of each month.

The provisions of chapter 392-117 WAC, Timely Reporting, apply to this form. Failure to report by the due date or in the form required can result in the reduction or delay of state apportionment payments.

Purpose

Community and technical colleges, as well as Central Washington University, Eastern Washington University, and Washington State University, if participating, use this form to report Running Start students to school districts. Running Start students earn both high school and college credit for college courses. Running Start enrollment generates state basic education moneys, which are paid to the school district for transmittal to the college/university (less a 7 percent administrative fee).

Enrollment Counts

To be counted, a student must:

- Be under 21 years of age at the beginning of the school year.
- Be enrolled tuition free.
- Be enrolled in a school district in Grade 11 or 12.
- Not have earned the credits required for or received a high school diploma as of the beginning of the school year.
- Be enrolled in college-level courses on the count date for which the student is earning high school graduation credit.

Limitations on Enrollment Counts

Do not report:

- A student who has dropped out, transferred to another college, been suspended or expelled, or not participated in instructional activities on at least one college day during the current college quarter since the last enrollment count date.
- Enrollment that generates state money for higher education or adult education for the college.
- Summer enrollment. Running Start enrollment is limited to the fall, winter, and spring quarters (WAC 392-169-055).

Applicable Laws and Regulations

Funding for Running Start students is provided pursuant to RCW 28A.600.310 (as amended by Chapter 222, Laws of 1993). Rules governing the Running Start program are contained in chapter 392-169 WAC.

Documentation for Audit Purposes

Retain P-223RS reports for six years. Retain supporting documentation until completion of the Washington State Auditor's Office examination of the school year. Documentation should show the student's enrolled status on the count date and evidence of participation in college/university instruction since the last enrollment count date.

References

- See WAC 392-121-187 for rules governing technical college direct-funded enrollment.
- See the School Apportionment and Financial Services Annual Enrollment Bulletin for additional guidelines and instructions on enrollment reporting.

Questions

For additional information contact **Becky McLean**, OSPI, School Apportionment and Financial Services, at **(360) 725-6306**.

DETAILED INSTRUCTIONS

On the lines provided, enter the college name, college quarter (if applicable), school district name, school district number, and month and year of the enrollment count (e.g., October 2009). Prepare a separate form for each resident school district.

Enrollments

In the boxes provided, enter the number of eleventh and twelfth grade enrolled Running Start students and full-time equivalent (FTE) nonvocational and vocational enrollments on the count date.

Individual Enrolled Students

Report the name of each enrolled Running Start student on the monthly count date.

Nonvocational and Vocational Enrollment

Report nonvocational and vocational enrollments separately in the columns provided. Report vocational enrollment only for courses in a vocational approved program or track taught by a vocationally certified instructor. Report the classification of instructional programs (CIP) codes in the appropriate column.

Quarter Credits or Hours of Enrollment

If classes are offered on a college quarter or semester hour basis, enter the number of college quarter credits in which the student is enrolled on the count date. Convert semester credits to quarter credits for reporting purposes where two semester credits convert to three quarter credits.

Otherwise, enter the number of hours per week that the student is scheduled to attend. See WAC 392-121-107 through 392-121-183 for guidelines for counting enrolled hours. Enrolled hours include reasonable class change passing time and exclude meal times.

Determining Full-Time Equivalent (FTE)

Determine FTE based on college credits as follows:

Report 1.00 FTE for a student enrolled for 15 quarter credit hours or more on the count date. Report a partial FTE for a student enrolled as a Running Start student for less than 15 quarter credit hours. For example: A student enrolled for 5 credit hours is counted as 0.33 FTE (5/15).

Determine FTE based on hours of enrollment as follows:

Report 1.00 FTE for a student enrolled for 25 hours or more per week on the count date. Report a partial FTE for a student enrolled for less than 25 hours. For example: A student enrolled for 20 hours is reported as 0.80 FTE (20/25).

Report FTE rounded to two decimal places (e.g., 0.33, or 0.80).

Limitation on FTE Counts

Count no student as more than 1.00 FTE in any month (including combined nonvocational and vocational FTE). For example: A student enrolled for 18 quarter credits is reported as 1.00 FTE.

Three Count Dates per Quarter

State funding is based on three count dates per college quarter. If a college quarter does not span three enrollment count dates, please contact Becky McLean, OSPI, School Apportionment and Financial Services, at (360) 725-6306.

Alternative Report Forms

A college/university may submit alternative (computer-generated) P-223RS reports in lieu of the paper form provided if the report:

- Displays all of the information required on Form P-223RS.
- Is signed by the authorized college/university official.
- Is acceptable to the school district.

Faxed reports are permitted if acceptable to the school district.