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ESD	CO	DIST
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**MONTHLY ATTENDANCE REPORT OF ANCILLARY SERVICES TO PART-TIME STUDENTS ELIGIBLE FOR BASIC SUPPORT**  
 (See reverse side for instructions)

SERVING DISTRICT NAME	COUNTY NAME	SERVING DISTRICT NO.	ESD NO.	REPORT MONTH
			YEAR	<b>2009-10</b>

ATTENDANCE ELIGIBLE FOR BASIC SUPPORT				
	PRIVATE SCHOOL		HOME-BASED	
	(A) Headcount of Individual Students	(B) Total Hours of Attendance	(C) Headcount of Individual Students	(D) Total Hours of Attendance
1. Kindergarten				
2. Grades 1-3				
3. Grade 4				
4. Grades 5-6				
5. Grades 7-8				
6. Grades 9-12				
7. Totals				

**FOOTNOTES**

**REPORT MONTH:** Report cumulative hours of ancillary service for the months of May through August under the month "May."

**CERTIFICATION**

I hereby certify that all students reflected in this report are properly enrolled students of the school district, that hours served are calculated in accordance with the instructions, and that student records and other pertinent documents are readily available for audit.

**Acknowledged:**

ORIGINAL SIGNATURE OF DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL

DATE

ORIGINAL SIGNATURE OF EDUCATIONAL SERVICE DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL

# INSTRUCTIONS FOR COMPLETING FORM SPI P-240

## GENERAL INSTRUCTIONS

### Who Should Complete Form P-240?

School districts providing ancillary services to part-time, private school, or home-based students eligible for enrollment in kindergarten through 12th grade should complete this form.

### Due Date of Form P-240

Form P-240 should be submitted electronically monthly September through August.

Enrollment received by the published August reporting deadline will be included in August apportionment calculations. Enrollment received after the August deadline will be included in scheduled end-of-year adjustments to apportionment.

### Purpose

State support for hours of ancillary services is provided under RCW 28A.150.350 and WAC 392-121-133. Districts may claim actual hours of attendance for ancillary services to part-time, private school, and home-based students. Total hours of ancillary service reported on Form P-240 are divided by 720 for Grade K–3 and 900 for Grades 4–12 and added to average September through May P-223 enrollment in determining state basic education funding (720 hours of service for Grades K–3 or 900 hours of service for Grades 4–12 equals one AAFTE student).

**Definition:** Ancillary services are any cocurricular service or activity, any health care service or activity, and any other services or activities, except “courses,” for or in which preschool through twelfth grade students are enrolled by a public school.

### Enrollment Counts and Limitations

All enrollments reported on Form P-240 are subject to the following limitations:

1. In no case shall the same enrollment be reported on Form P-240 and any other enrollment reporting forms for basic education.
2. Report actual hours of service, not estimates. Absences may not be reported.
3. Do **not** report ancillary services for full-time public school students.
4. Do **not** report enrollment in a private school.
5. Do **not** report time that the student is instructed or supervised by the parent. See chapter 392-134 WAC.
6. Do **not** report ancillary services to pre-kindergarten students.
7. **Ancillary services** are any cocurricular service or activity, any health care service or activity, and any other services or activities for or in which enrolled students are served by appropriate school district staff. The term shall include, but not be limited to, counseling, psychological services, testing, remedial instruction, speech and hearing therapy, health care services, and if such service is provided by the district, certificated contact time pursuant to RCW 28A.225.010(4)(a) with students who are in a home-based instruction program.
  - a. Ancillary services are actual hours of student contact time with appropriate school district staff.
  - b. Except for services to students with a disability and home and hospital students, only those services provided by school district staff on school grounds or facilities controlled by the school district can be counted.
  - c. Ancillary services exclude all extracurricular activities. Sports activities may be counted on Form P-223 (not Form P-240) only if the district’s regular students participate in such activities as part of their regular educational curriculum.
  - d. Ancillary services exclude other courses of study as defined in WAC 392-121-107.
  - e. When special education students are eligible to be reported on Form P-223H, do not use Form P-240 for any of their basic education funded enrollment; use Form P-223 instead.

## References

- ◆ Annual Enrollment Bulletin available online at: <http://www.k12.wa.us/BulletinsMemos/bulletins2009.aspx>.
- ◆ See RCW 28A.150.350, RCW 28A.225.010(4), and chapter 392-134 WAC for eligibility requirements and other rules for part-time attendance of private school and home-based students.
- ◆ Reported nonstandard school year enrollments are summarized on Report 1251.

## DETAILED INSTRUCTIONS

Enter the school district name, county, school district number, ESD number, and report month in the boxes provided. All Form P-240 enrollments are treated as resident enrollments of the reporting school district. Enrollment is generally due one month later than it occurred but is reported in the actual month. See Section 4.E. for the Enrollment Reporting Schedule.

### Column A

Report the headcount of individual students served in each grade group.

### Column B

Report the total number of hours of ancillary service provided to part-time, private school, and home-based students in each grade group.

**Example:** Ten students served three hours each equals 30 hours.

Report cumulative hours of ancillary service for the months of May through August under the month “May.”

**Example:** The district reports 10 hours for the month of May; 20 hours of additional services are provided in June and July. The district revises the May report to show the cumulative total of 30 hours.

### Certification

Provide an original signature and date the completed Form P-240.