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 School Apportionment and Financial Services  
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## NET INCREASE IN BASIC AND SPECIAL EDUCATION INSTRUCTIONAL STAFF FOR THE 2008–09 SCHOOL YEAR

This is an optional report form.

Districts may submit Form SPI 1158 to report net increases in basic and special education instructional staff that are not reportable on Report S-275. Staff reported on this form are added to S-275 staff in determining school district staff/student ratios. Districts may fax this form to (360) 664-3683 in order to meet a monthly or end-of-year deadline, but must also submit a hardcopy. Forms submitted must be received at OSPI by September 30, 2009.

### A. NET INCREASE IN BASIC EDUCATION CERTIFICATED INSTRUCTIONAL STAFF

Enter the net increase in full-time equivalent basic education certificated instructional staff after October 1 as defined in WAC 392-127-065 and WAC 392-140-904(2).

|                               |  |
|-------------------------------|--|
| <b>Grades K–4 FTEs</b>        |  |
| <b>Grades 5–12 FTEs</b>       |  |
| <b>TOTAL Grades K–12 FTEs</b> |  |

### B. NET INCREASE IN SPECIAL EDUCATION CERTIFICATED INSTRUCTIONAL STAFF

Enter the net increase in full-time equivalent special education certificated instructional staff after October 1 as defined in WAC 392-127-065 and WAC 392-140-904(2).

|                               |  |
|-------------------------------|--|
| <b>Grades K–4 FTEs</b>        |  |
| <b>Grades 5–12 FTEs</b>       |  |
| <b>TOTAL Grades K–12 FTEs</b> |  |

### C. NET INCREASE IN BASIC EDUCATION CLASSIFIED INSTRUCTIONAL ASSISTANTS

Enter the net increase in full-time equivalent basic education classified instructional assistants after October 1 as defined in WAC 392-140-904(2).

|                        |  |
|------------------------|--|
| <b>Grades K–4 FTEs</b> |  |
|------------------------|--|

I certify that all representations made in this report are complete and accurate and the school district has available for audit purposes such documentation as necessary to support these representations. These data include the net increase in FTE as of this date pursuant to WAC 392-127-065 and WAC 392-140-904.

\_\_\_\_\_  
 Original Signature (Superintendent or Authorized Representative)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 School District

FORM SPI 1158 (Rev. 4/08)

# INSTRUCTIONS FOR FORM SPI 1158

## WHO SHOULD COMPLETE FORM SPI 1158?

This is an optional report form for school districts with net increases in basic or special education instructional staff after October 1, 2008, that are not reportable on Report S-275.

## PURPOSE OF FORM SPI 1158

The Office of Superintendent of Public Instruction will add the net supplemental staff reported on Form SPI 1158 to staff reported on Report S-275 in determining the school district's 2008–09 staff/student ratios. These ratios affect the school district's state basic education funding as determined by the Biennial Operating Appropriations Act.

## DETAILED INSTRUCTIONS

Report persons employed for the 2008–09 school year.

**Basic education certificated instructional staff** (BEACIS) means persons working in a base contract position for which a certificate is required and assigned to:

|         |  |
|---------|--|
| Program | 01 Basic Education<br>31 Vocational—Basic—State<br>45 Skills Center—Basic—State<br>97 Districtwide Support |
|---------|--|

Duty 310 through 490, 630 and 640

Determine full-time equivalent (FTE) BEACIS pursuant to WAC 392-121-215, such that a person employed for 180 full workdays or more per year equals one FTE.

**Special education certificated instructional staff** means persons working in a base contract position for which a certificate is required and assigned to:

Program 21 Special Education

Duty 310 through 490, 630 and 640

Determine full-time equivalent (FTE) special education CIS pursuant to WAC 392-121-212, such that a person employed for 180 full workdays or more per year equals one FTE.

**Basic education classified instructional assistants** (BEACIA) means persons assigned to:

Program 01 Basic Education  
31 Vocational—Basic—State  
45 Skills Center—Basic—State

Activity 27 Teaching

Duty 910 Aide

Determine BEACIA FTE pursuant to WAC 392-140-903(12), such that 2,080 hours equals one FTE.

## GRADE GROUP ASSIGNMENT

For purposes of completing Form SPI 1158 only, determine grade group assignments for kindergarten through fourth grade (K–4) BEACIS and special education CIS pursuant to WAC 392-140-903(9). See the S-275 reporting instructions for examples.

Determine grade group assignments for K–4 BEACIA pursuant to WAC 392-140-903(13).

Note: Split the FTE of staff serving both K–4 and 5–12 students between the two grade groups in proportion to:

- Time spent serving each grade group.
- The number of students served in each grade group.
- Some combination of a. and b.

## DETERMINING NET INCREASES IN STAFF

For purposes of completing Form SPI 1158 only, determine net increase in FTE BEACIS, special education CIS, or BEACIA as summarized below. Please refer to WAC 392-140-904 for further details.

- Determine the basic or special education FTE that would be reported for each employee for the school year on Report S-275 if the current date were substituted for the October 1 snapshot date as required in S-275 instructions, and subtract the basic or special education FTE as of October 1 actually reported for the employee on the school district's most current Report S-275.
- Include decreases as well as increases in staff after October 1 and not reflected in Report S-275. Decreases include terminations, retirements, unpaid leave, and reassignment of staff.

## QUESTIONS

Questions about this form should be directed to Ross Bunda, School Apportionment and Financial Services, (360) 725-6308.