



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 School Apportionment and Financial Services  
 Old Capitol Building  
 PO BOX 47200  
 Olympia, WA 98504-7200  
 (360) 725-6308 TTY (360) 664-3631

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**STAFFING RATIO ENROLLMENT  
 AS SELECTED BY THE SCHOOL DISTRICT FOR THE  
 2008-09 SCHOOL YEAR**

This is an optional report form.

School districts may use Form SPI 1160 to request that an enrollment, other than that reported for October 2008, be used to determine staffing ratios. School districts may submit this form multiple times during the school year. 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.

<input type="checkbox"/>	Option 1 - Use the annual average enrollment for the 2008-09 school year.
<input type="checkbox"/>	Option 2 - Use the enrollment for the month of: <input style="width: 200px; height: 20px;" type="text"/>

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

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

## INSTRUCTIONS FOR FORM SPI 1160

### WHO MUST COMPLETE FORM SPI 1160?

School districts should submit this optional report form if they want the Office of Superintendent of Public Instruction to use enrollment other than that reported for October 1, 2008, to determine the school district's 2008–09 staffing ratios.

### PURPOSE

Unless a school district submits Form SPI 1160, OSPI will use October 2008 enrollment in calculating school district ratios of staff-to-students. If the school district requests the use of a different month's enrollment by submitting Form SPI 1160, OSPI will use that month's enrollment in calculating the school district's ratios of staff-to-students. These ratios affect the school district's eligibility for state basic education and full-day kindergarten funding as determined by the Biennial Operating Appropriations Act.

### DETAILED INSTRUCTIONS

Check the box labeled Option 1 to select the school district's annual average enrollment for the 2008–09 school year.

Check the box labeled Option 2 to select a month other than October 2008. Enter the name of the desired month in the box provided.

OSPI will use enrollment reported on Form SPI P-223 for the enrollment period selected under either Option 1 or Option 2.

### QUESTIONS

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