



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

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

**NET INCREASE IN BASIC AND SPECIAL EDUCATION
 CERTIFICATED INSTRUCTIONAL STAFF
 FOR THE 2009–10 SCHOOL YEAR**

This is an optional report form.

Districts may submit Form SPI 1158 to report net increases in basic and special education certificated 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 K–12 ratios. Districts may fax this form to (360) 664-3683. Forms submitted must be received at OSPI by September 30, 2010.

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.

Grades K–12 FTEs

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.

Grades K–12 FTEs

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.

 Signature of Superintendent or Authorized Representative

 Date

 Title

 School District

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 certificated instructional staff after October 1, 2009, 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 2009–10 staff/student K–12 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 2009–10 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
 31 Vocational—Basic—State
 45 Skills Center—Basic—State
 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 special education CIS FTE pursuant to WAC 392-121-212, such that a person employed for 180 full workdays or more per year equals one FTE.

DETERMINING NET INCREASES IN STAFF

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

1. 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.
2. 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.