



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 School Apportionment and Financial Services  
 Old Capitol Building  
 PO Box 47200  
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ESD	CO	DIST
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**MONTHLY REPORT OF SCHOOL DISTRICT  
 ENROLLMENT ELIGIBLE FOR BASIC SUPPORT**  
 (See reverse side for instructions)

SERVING DISTRICT NAME	COUNTY NAME	SERVING DISTRICT NO.	ESD NO.	REPORT MONTH
RESIDENT DISTRICT NAME	COUNTY NAME	RESIDENT DISTRICT NO.	YEAR	<b>2007-08</b>

**SCHOOL DISTRICT ENROLLMENT**

	(A) Headcount of Individual Students		(B) Full-Time Equivalent (FTE) Students	
	(Column 1) K-12 <sup>1</sup>	(Column 2) R & N <sup>2</sup>	(Column 1) K-12 <sup>1</sup>	(Column 2) R & N <sup>2</sup>
Half-Day Kindergarten				
Full-Day State Funded Kindergarten				
1. First Grade				
2. Second Grade				
3. Third Grade				
4. Fourth Grade				
5. Fifth Grade				
6. Sixth Grade				
7. Seventh Grade				
8. Eighth Grade				
9. Ninth Grade				
10. Tenth Grade				
11. Eleventh Grade				
12. Twelfth Grade				
Total Individuals				

**RUNNING START (RS) ENROLLMENT**

Headcount of Individual Students		Full-Time Equivalent (FTE) Students	
Total RS Students <sup>3</sup>	College RS Only <sup>4</sup>	Nonvocational RS <sup>4</sup>	Vocational RS <sup>4</sup>

**CATEGORICAL AND ENHANCEMENT PROGRAM ENROLLMENTS**

Bilingual Program <sup>5</sup> Headcount of Individual Students	Vocational 7 <sup>th</sup> & 8 <sup>th</sup> Grade Programs <sup>6</sup> FTE Students	Vocational 9 <sup>th</sup> -12 <sup>th</sup> Grade Programs <sup>6</sup> FTE Students	Skills Center Program <sup>6,7</sup> FTE Students

**FOOTNOTES**

- In Column 1 show total enrollment of the district, including any enrollment shown in Column 2.
- In Column 2 show enrollment in small school plants judged "remote and necessary" by the State Board of Education.
- Includes RS students also taking courses at the high school and counted in K-12 above, plus college RS only.
- These numbers (individuals and FTEs) are not included in K-12 above.
- Report only total headcount enrolled in a state-approved transitional bilingual instructional program for the reporting period pursuant to WAC 392-160-026.
- These FTEs are included in K-12 above. Report FTEs only in state-approved vocational courses.
- The serving district reports the skills center FTE, with each student's resident district identified.

**CERTIFICATION**

I hereby certify that all students reflected in this report are properly enrolled students of the school district, that conversions to FTEs are in accordance with instructions, and that student records and other pertinent documents are readily available for audit.	<b>Acknowledged:</b>
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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-223

(Complete a separate form for each resident district served by the reporting school district.)

## GENERAL INSTRUCTIONS

### Count Dates

Report enrolled students as of the fourth school day of September and the first school day of each of the next eight months, October through May. (Reference WAC 392-121-033 and 392-121-119.) Running Start students are reported as of the first school day of October–June.

### Due Dates and Routing of Form P-223

The report for September is due at the educational service district (ESD) fiscal office September 15. Reports for October through June are due at the ESD on the tenth calendar day of the month. However, if the due date is a weekend or holiday, reports are generally due on the next workday. See the schedule in Section 4. of the *Enrollment Reporting Handbook* for specific dates.

Late reporting can result in delay or withholding of state apportionment payments as provided in chapter 392-117 WAC, Timely Reporting.

### Purpose

September through May annual average full-time equivalent (AAFTE) enrollments reported on Form P-223 are used to calculate state basic education funding and levy authority transfers from serving school districts to resident school districts. Eligibility for local effort assistance (LEA) is also affected. AAFTE resident enrollments impact calculation of state special education funding.

State funding goes directly to the serving school district and appears on Report 1191.

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 but **WILL NOT** be included in the district's levy base for the following year.

### Enrollment Definitions

Report enrolled students participating in courses of study.

- Enrolled student** is defined in WAC 392-121-106.
- Courses of study** are those activities that may be counted in determining enrolled students and student FTE. Courses of study do not include home-based instruction pursuant to RCW 28A.225.010(4). Courses of study include instruction, alternative learning experience, contracting with a higher education institution, National Guard training, ancillary service, work based learning, out-of-state enrollment pursuant to a reciprocity agreement, Running Start, enrollment in a technical college, and contracting with an agency. See WAC 392-121-107.
- Full-time equivalent (FTE) computations.** For each student enrolled in courses of study for at least the minimum hours shown below, report one (1.00) FTE. For each student (except full-year kindergarten students) enrolled for less than the minimum hours shown below, report a portion of an FTE determined by dividing the hours enrolled by the minimum hours shown below:

Kindergarten (full-day):	20 hours per week
Primary (Grades 1–3):	20 hours per week
Elementary (Grades 4–6):	25 hours per week
Secondary (Grades 7–12):	25 hours per week

For each student enrolled in a full-year half-day kindergarten program, report one-half (0.50) FTE if the student was enrolled for ten hours per week or more.

For each student enrolled in a qualifying state funded full-year full-day kindergarten program, report one (1.00) FTE if the student is enrolled for 20 hours per week.

For reporting purposes, these minimum times are construed as annual average hours. Enrolled hours include class change passing time but exclude meal times. Passing time is limited to the actual number of passing minutes in the class schedule, or 10 minutes, whichever is less.

Report no student for more than 1.00 FTE. If a student is enrolled in two school districts, the combined FTE reported by the districts must not exceed 1.00 FTE. The 1.00 FTE limit applies separately to the high school (eleventh or twelfth grade) FTE and the Running Start (college) FTE.

Report FTE students rounded to two decimal places (e.g., 17.23).

### Limitations on Enrollment Counts

Do not report the following students (see WAC 392-121-108):

- Students whose consecutive days of absence exceed 20 school days may not be counted until attendance is resumed, except as follows:
  - A student with a temporary excused absence pursuant to RCW 28A.225.010(d) may be counted for up to two monthly count dates.
  - A student receiving home or hospital service and not otherwise a special education student may be counted for up to two monthly count dates.
  - A special education student receiving home or hospital service may be counted for as long as home or hospital and special education services are provided.
- Prior year students who have not yet attended school this school year.

- Full-time private school or home-based instruction students.
- Students who have dropped out, transferred, been suspended or expelled, or who have met high school graduation requirements by the beginning of the school year.
- Students enrolled in state institutions; i.e., residential habilitation centers, institutions for juvenile delinquents, group homes, and juvenile detention centers. These students are to be reported monthly on Form E-672.
- Students claimed directly by technical colleges. Do not report enrollments in a technical college if the school district approved an interlocal agreement authorizing the technical college to report the enrollments to OSPI and receive funding directly from OSPI.
- Students claimed directly by the University of Washington.

### References

- Annual Enrollment Bulletin available online at: <http://www.k12.wa.us/BulletinsMemos/bulletins2007.aspx>.
- Reported basic education enrollments are summarized on Report 1251.

## DETAILED INSTRUCTIONS

Enter school district name, county, school district number, and ESD number in the boxes provided.

### Resident District

Enter the resident school district name, county, and school district number in the boxes provided.

School districts serving nonresident students must complete a separate P-223 form for each resident school district served.

### School District Enrollment

Report individual headcount and FTE of enrolled students participating in courses of study.

**Include** all special education students served by school district instructional staff. A grade assignment based on chronological age is made for any ungraded special education students. Report a developmentally disabled or communication disordered student under the age of eligibility for entry to kindergarten as a kindergarten student on Form P-223 only if (1) the student was 5 years old at the beginning of the school year and is enrolled 20 or more hours per week or (2) the student attends a regular kindergarten program in addition to the special education program.

### Running Start (RS) Enrollment

Students enrolled in Running Start pursuant to RCW 28A.600.300 through 28A.600.400 are reported separately on Form P-223. Colleges/universities are to report Running Start enrollments to each school district monthly. Running Start enrollments are to be reviewed by the school district and reported on Form P-223 for the months October through June.

"Total RS Students" reported on Form P-223 is the sum of Running Start students claimed in K–12 above (individuals attending high school classes) plus "College RS Only" students (individuals attending only college courses, i.e., attending no classes provided by the school district).

A student enrolled for 15 or more college quarter credits on the count date is counted as 1.00 FTE. A student enrolled for less than 15 quarter credits is reported as a partial FTE (quarter credits divided by 15). If college classes are not based on college quarter credit hours, then 25 or more hours per week of instruction equal one FTE.

A student's RS nonvocational and RS vocational FTE are calculated separately with a maximum combined FTE of 1.00.

Report college nonvocational and vocational FTE students in the spaces provided for Running Start on Form P-223. Do not include these FTEs in the district's eleventh and twelfth grade FTE counts.

### Bilingual Program Enrollment

Report students enrolled in a state-approved transitional bilingual instructional program pursuant to chapter 392-160 WAC. Report the number of students monthly on an individual (headcount) basis.

### Vocational and Skills Center Enrollment

FTE enrollment in state-approved vocational and skills center programs are reported separately for enhancement funding purposes.

Calculate the enhancement funding FTE in the same manner as is defined in Enrollment Definitions 3. above. For specific instructions to calculate the FTE for work based learning, refer to Section 6.F. of the *Enrollment Reporting Handbook*.

Middle school/junior high school are grades 7<sup>th</sup> – 8<sup>th</sup>  
Secondary programs are grades 9<sup>th</sup> – 12<sup>th</sup>

### Certification

Provide an original signature and date the completed Form P-223.



# INSTRUCTIONS FOR COMPLETING FORM SPI P-223H

(Complete a separate entry row for each resident district served by the reporting school district or educational service district.)

## GENERAL INSTRUCTIONS

### Count Dates

Report enrolled students as of the fourth school day of September and the first school day of each of the next eight months, October through May. See WAC 392-121-033 for a definition of "school day."

### Due Dates and Routing of Form P-223H

The report for September is due at the educational service district (ESD) fiscal office September 17<sup>th</sup>. Reports for October through June are due at the ESD on the tenth calendar day of the month. However, if the due date is a weekend or holiday, reports are generally due on the next workday. See the schedule in Section 4. of the *Enrollment Reporting Handbook* for specific dates.

Late reporting can result in delay or withholding of state apportionment payments as provided in chapter 392-117 WAC, Timely Reporting.

### Purpose

The October through May average resident enrollment reported on Form P-223H is used in calculating state special education funding for each resident school district.

State funding goes directly to the resident school district and appears on Reports 1220 and 1191SE.

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.

### Enrollment Definitions

- The following criteria **must** be met for each student counted on Form P-223H:
  - The student's evaluation must be current (WAC 392-172-040, 392-172-182).
  - The student's eligibility to receive special education and related services must have been established (WAC 392-172-030, 392-172-106 through 392-172-111, 392-172-182 through 392-172-190).
  - The student's individualized education program (IEP) must be current and in effect (WAC 392-172-153 through 392-172-166). Consideration of the need for extended school year special education services must be documented in the IEP for each special education student reported (WAC 392-172-160 and 392-172-163). Students aged birth to 3 may be served pursuant to an individualized family service plan (IFSP) per Part C – WA ITEIP requirements (WAC 392-171-030).
  - Appropriate parental notice requirements must have been met prior to initial or continuing placement (WAC 392-172-104, 392-172-105, 392-172-111, 392-172-15700 through 392-172-15705, 392-172-170, 392-172-185, 392-172-190, 392-172-302 through 392-172-306).
  - The student must be receiving special education and related services (WAC 392-172-030 through 392-172-075, 392-172-158).
  - Determination of the student's least restrictive environment must be made prior to special education placement (WAC 392-172-172 and 392-172-180).
  - Determination of the student's need for a surrogate parent and appointment of a trained surrogate parent must have been documented (WAC 392-172-308).
- A properly identified** student is one who: has an IEP that meets state requirements per WAC 392-172-153 through 392-172-166; has an IEP based upon an appropriate evaluation per WAC 392-172-10905; and is receiving services described in the IEP.
- All corrections to state enrollment reporting required for resolution of state audit examination findings related to special education and state child count verification findings are submitted pursuant to chapter 392-117 WAC Timely Reporting.

### Limitations on Enrollment Counts

- Report only enrolled and properly identified students.
- Do not report students enrolled in state institutions; i.e., residential habilitation centers, institutions for juvenile delinquents, group homes, and juvenile detention centers. The district where the institution is located reports these students monthly on Form E-672.

### References

- Annual Enrollment Bulletin available online at: <http://www.k12.wa.us/BulletinsMemos/bulletins2007.aspx>.
- Reported enrollments are summarized on Report 1735.

## DETAILED INSTRUCTIONS

Enter the serving school district name, county, school district number, and ESD number in the boxes provided.

### Resident District

Enter the resident school district name, county, and school district number in the boxes provided.

School districts and ESDs serving nonresident students must complete a separate entry row on Form P-223H for each resident school district served.

### Headcount of Individual Students

Report special education headcount enrollment in the three age categories "0-2", "3- to 5-Year-Olds Not Yet Enrolled in Kindergarten", and "5-Year-Olds-Enrolled in Kindergarten to age 21."

The age category reported for a student is determined by the student's age at the start of the school year (12 midnight, August 31). See WAC 392-122-160.

### Certification

Provide an original signature and date the completed Form P-223H.



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**NONSTANDARD SCHOOL YEAR AAFTE ENROLLMENT  
 ELIGIBLE FOR BASIC SUPPORT**  
 (See reverse side for instructions)

SERVING DISTRICT NAME	COUNTY NAME	SERVING DISTRICT NO.	ESD NO.	MONTH(S)
RESIDENT DISTRICT NAME	COUNTY NAME	RESIDENT DISTRICT NO.	YEAR	<b>2007-08</b>

SCHOOL DISTRICT ENROLLMENT		
	(A) Headcount of Individual Students	(B) Annual Average Full-Time Equivalent (AAFTE) Students
1. Half-Day Kindergarten		
2. Full-Day State Funded Kindergarten		
3. Grades 1-3		
4. Grade 4		
5. Grades 5-6		
6. Grades 7-8		
7. Grades 9-12		
8. Totals		

STATE-APPROVED VOCATIONAL COURSE ENROLLMENTS		
	Headcount of Individual Students	Annual Average Full-Time Equivalent (AAFTE) Students
Middle School/Junior High School (7 <sup>th</sup> - 8 <sup>th</sup> Grades) Vocational Programs *		
Secondary School (9 <sup>th</sup> - 12 <sup>th</sup> Grades) Vocational Programs *		
Skills Center Program *		

**FOOTNOTES**

\* These FTEs are included in K-12 enrollment above. Report FTEs only in state-approved vocational courses. The serving district reports the skills center FTE, with each student's resident district identified.

**CERTIFICATION**

I hereby certify that all students reflected in this report are properly enrolled students of the school district, that conversions to FTEs are in accordance with 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
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# INSTRUCTIONS FOR COMPLETING FORM SPI P-223S

## GENERAL INSTRUCTIONS

### Who Should Complete Form P-223S?

School districts claiming state basic education funding for eligible nonstandard school year enrollment complete Form P-223S.

### Due Date of Form P-223S

Form P-223S should be submitted electronically as needed during the year.

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

### Purpose

State support for eligible nonstandard school year enrollment is provided under RCW 28A.150.420 and WAC 392-121-123. Districts may claim annual average full-time equivalent (AAFTE) attendance to the extent that such attendance is in lieu of attendance during the regular school year. AAFTE reported on Form P-223S is added to average September through May P-223 enrollment in determining state basic education funding.

### Enrollment Counts and Limitations

Nonstandard school year attendance that is in lieu of basic education enrollment during the regular school year can be reported if all the following conditions are met:

1. The student was reported as part-time or for less than nine months and the same enrollment has not been previously reported during the regular school year.
2. The student is enrolled tuition free in a course of study as defined in WAC 392-121-107.
3. The student either was not enrolled full-time in a private school or home-based instruction for the entire school year.
4. The student's nonstandard attendance, when combined with enrollment during the first nine months (September through May) of the school year (excluding Running Start), does not exceed 1.00 AAFTE. Kindergarten students may not exceed 0.5 AAFTE unless enrolled in a qualifying state funded full-day program. See WAC 392-121-136, Limitation on Enrollment Counts.
5. The enrollment is not in a summer (June, July, and/or August) skills center, unless the enrollment is not claimed for summer skills center funding.
6. Running Start enrollment in a community or technical college for summer quarter is not allowed. See WAC 392-169-055.

### References

- Annual Enrollment Bulletin available online at: <http://www.k12.wa.us/BulletinsMemos/bulletins2007.aspx>.
- Reported nonstandard school year enrollments are summarized on Report 1251.

## DETAILED INSTRUCTIONS

Enter school district name, county, school district number, and ESD number in the boxes provided.

### Resident District

Enter the resident school district name, county, and school district number in the boxes provided.

School districts serving nonresident students must complete a separate P-223S form for each resident school district served.

**In the box reading "Months"** enter the month or months of the enrollment (e.g., "June–July").

### Column A

Enter the headcount of individual students.

### Column B

Enter cumulative AAFTE counts for all months of the nonstandard school year. Do not estimate; enter properly calculated actual AAFTE determined as follows:

1. For each eligible student determine the AAFTE reported for September through May on Form P-223. (Sum the student's FTE enrollment on each of the nine count dates of the school year, including enrollment reported by other school districts, enrollment in private school or election to home-school, and divide by nine. If reported for this student, add Form P-240 hours of attendance divided by 900.) Students who were full-time in either private school or home-based instruction for the entire school year cannot be reported on Form P-223S.
  2. Determine each eligible student's nonstandard AAFTE enrollment by dividing the student's hours of eligible attendance (reported on a count date as P-223 enrollment) by 900.
  3. Determine each eligible student's combined AAFTE by summing the AAFTE calculated in steps 1 and 2 above.
  4. Evaluate the combined AAFTE as follows:
    - a. If the student's combined AAFTE determined in step 3 is less than or equal to 1.00\* report the nonstandard school year AAFTE calculated in step 2.

**Example:** A student's September through May AAFTE equals 0.44 and the student's nonstandard school year AAFTE equals 0.28. Report 0.28.
    - b. If the student's combined AAFTE determined in step 3 is greater than 1.00\* subtract the student's September through May AAFTE calculated in step 1 from 1.00\* and report the result.

**Example:** A student's September through May AAFTE equals 0.89 and the student's eligible nonstandard school year enrollment equals 0.28. Report 0.11 (1.00 - 0.89).
- \* For kindergarten students the AAFTE limit is 0.50 unless the student is in a state funded full-day program at the district.
5. Round the AAFTE to two decimal places as shown in the examples above.

### Vocational and Skills Center Enrollment

6. Enrollment reported above in a state-approved vocational middle school, junior high (7<sup>th</sup> – 8<sup>th</sup> Grades) or secondary programs (9<sup>th</sup> – 12<sup>th</sup> grades) or skills center program is also reported in the boxes provided. Enrollment in separately funded summer skills center programs may not be reported here.

### Certification

Provide an original signature and date the completed Form P-223S.



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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>2007-08</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 900 and added to average September through May P-223 enrollment in determining state basic education funding (900 hours of service 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/bulletins2007.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.



# INSTRUCTIONS FOR FORM SPI P-213

## GENERAL INSTRUCTIONS

### Who Should Complete Form P-213?

Any high school district enrolling students residing in a nonhigh district pursuant to chapter 28A.545 RCW must complete this form. Nonhigh districts sending students to high school districts must review and sign forms initiated by high school districts.

### Due Date and Routing of Form P-213

Form P-213 is not part of the electronic enrollment reporting system and should be submitted on paper.

#### Due at ESD

High School Districts	June 10, 2008
Nonhigh Districts	June 20, 2008

Completed reports are due at OSPI July 10, 2008.

- High school districts shall:
  - Complete a **separate Form P-213 for each nonhigh district served**.
  - Send signed form(s) to the high school district's educational service district (ESD) by June 10, 2008.
- ESDs forward each Form P-213 to the appropriate nonhigh district for input and a concurring signature.
- Nonhigh districts shall:
  - Review and sign the form.
  - Return it to the high school district's ESD by June 20, 2008.
- ESDs shall:
  - Facilitate the P-213 process so that both districts reach agreement on the accuracy of the data before it is submitted to OSPI.
  - Make copies of the final report form for distribution to high school districts and nonhigh districts.
  - Send signed originals to OSPI, School Apportionment and Financial Services, by July 10, 2008.

### Purpose

P-213 enrollments are used to calculate payments from nonhigh districts to high school districts and levy authority transfers from high school districts to nonhigh districts. Eligibility for local effort assistance (LEA) is also affected.

Enrollment received by the published reporting deadline will be included in calculation of levy authority and LEA, as well as the maximum nonhigh payment amount. Enrollment received after the deadline will be included in calculation of the maximum nonhigh payment amount.

Because P-213 data affect 2007–08 expenditures and revenues, school districts need P-213 data in July 2007 for use in budget preparation for the 2007–08 school year.

### Limitations on Enrollment Counts

All enrollments included on Form P-213 are subject to the following limitations:

- Students must reside within the boundaries of the nonhigh district. The students must be in a grade that the nonhigh district does not conduct, they must be eligible for that grade, and they must not previously have successfully completed that grade. Include special education and vocational students from the nonhigh district. Include middle school and junior high grades if they otherwise meet the criteria.
- Running Start students are included only if they are also attending the high school. Report only the AAFTE enrollment at the high school. Do not include the Running Start AAFTE.
- A student enrolled full-time (five hours or more each school day) for nine months (September–May) is one (1.00) AAFTE. A student enrolled less than five hours per day or fewer than nine months is counted as a partial AAFTE. For example: A student enrolled full-time for three months is counted as 0.33 AAFTE ( $3 \div 9$ ). A student enrolled two hours per day for nine months is counted as 0.40 AAFTE ( $2 \div 5$ ).

### References

- Annual Enrollment Bulletin available online at: <http://www.k12.wa.us/BulletinsMemos/bulletins2007.aspx>.
- See RCW 84.52.0531 and WAC 392-139-340 for details about levy authority transfers.
- See chapter 28A.545 RCW and chapter 392-132 WAC for details about nonhigh payments to high school districts.
- Reported nonhigh enrollments are summarized on Report F-483.

## DETAILED INSTRUCTIONS

Enter the high school district and nonhigh district names, county numbers, school district numbers, and ESD numbers in the spaces provided.

### Totals

Under "Actual 2007–08 AAFTE" enter the AAFTE of students residing in the nonhigh district and enrolled in the high school district during the 2007–08 school year.

Under "Estimated 2008–09 AAFTE" enter the estimated enrollment for the 2008–09 school year.

### Details

List information for each nonhigh student attending the high school district. Identify each student separately by name, grade, and home address. Show current school year starting and departure dates if different from the beginning and ending date of school. Report actual AAFTE for each 2007–08 student. Report estimated AAFTE for each 2008–09 student. Include middle school and junior high students if they otherwise meet the criteria.

### Cross-Reference

The AAFTE reported for a student should be the same as the AAFTE reported by the high school district on Form P-223 during the school year. Total AAFTE counts should equal the sum of AAFTE for each student.

### Certification

Provide an original signature and date the completed Form P-213.

If any student is added or subtracted from the form, the ESD is responsible to verify the changes have been approved by both the Nonhigh and the High District.



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
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**REPORT OF FINAL HOME AND HOSPITAL ATTENDANCE**  
 (See reverse side for instructions)

SERVING DISTRICT NAME	COUNTY NAME	SERVING DISTRICT NO.	ESD NO.	YEAR
				<b>2007-08</b>

SCHOOL DISTRICT HOME AND HOSPITAL (HH) ATTENDANCE	Total Actual Weeks of Attendance <sup>1</sup> (rounded to the nearest tenth)
A. For students enrolled in the school district who are receiving HH services at sites with a single student (such as the student's home):	
B. For students enrolled in the school district who are receiving HH services at sites such as in a children's ward of a hospital or a residential treatment center:	
<sup>1</sup> Actual weeks of attendance is calculated as: The number of <b>eligible school days</b> divided by 5, rounded to the nearest tenth. The number of <b>eligible school days</b> is the number of school days between the start date the student was both eligible and received services and the end date the student was both eligible and received services.  See the reverse side for complete calculation steps.	

**CERTIFICATION**

I hereby certify that all students reflected in this report are properly enrolled students in the school district, that conversions to weeks of attendance are in accordance with instructions, and that student records and other pertinent documents are readily available for audit.  
**Acknowledged:**

ORIGINAL SIGNATURE OF DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL

DATE

# INSTRUCTIONS FOR FORM SPI E-525

## GENERAL INSTRUCTIONS

### Who Should Complete Form E-525?

School districts claiming state special education funding for home and hospital (HH) services provided to students pursuant to WAC 392-172-218 should complete Form E-525. Only serving districts report attendance.

### Due Date and Routing of Form E-525

Form E-525 is not part of the electronic enrollment reporting system and should be submitted at the end of the school year on paper.

School districts complete one Form E-525 and send the signed form to OSPI, School Apportionment and Financial Services, by **July 10, 2008**.

### Purpose

Reported E-525 attendance will determine final HH allocations included in the July 2008 apportionment calculation. HH allocations appear on line B of Report 1191SE.

Prior to OSPI receiving Form E-525, districts are paid on an estimated HH allocation. Attendance received after the published August deadline will be included in scheduled end-of-year adjustments to apportionment.

HH allocations are made in two categories. The distinguishing factor is related to economies of scale for mileage.

Each reported week of attendance on line A generates \$60, and each reported week of attendance reported on line B generates \$55 in HH program allocations.

### Limitations on Enrollment Counts

- Refer to Learning and Teaching Support's home hospital bulletin, issued August 2007, for program procedures.
- See WAC 392-122-140 and WAC 392-172-218 for fiscal eligibility requirements for HH funding.

### References

- Annual Enrollment Bulletin available online at: <http://www.k12.wa.us/BulletinsMemos/bulletins2007.aspx>.
- See the 2007–08 school year *Administrative, Budgeting, and Financial Reporting Policies and Procedures Handbook for School Districts*, Chapter II Budget Preparation, Section 3, and Section 4 for HH budgeting instructions.

## DETAILED INSTRUCTIONS

Enter the serving school district name, county number, school district number, and ESD in the spaces provided.

### Line A

Report, to the nearest tenth, the total number of HH weeks of attendance provided at sites with a single enrolled student, such as the student's home or hospital room. **Calculate weeks of attendance as described below.** Do not include students reported on line B.

Each such week of attendance generates \$60 in HH program allocations. This allocation includes a factor for mileage.

### Line B

Report, to the nearest tenth, the total number of HH weeks of attendance provided at sites such as a children's ward of a hospital or a residential treatment center. **Calculate weeks of attendance as described below.** Do not include students reported on line A.

Each such week of attendance generates \$55 in HH program allocations. This allocation excludes a factor for mileage.

### Weeks of Attendance Computations

Districts should report only total weeks of attendance calculated through the following process:

1. Determine the first regularly scheduled school day on which the student was both eligible for HH services and began to receive HH services.
2. Determine the last regularly scheduled school day on which the student was both eligible for HH services and received HH services.
3. Count the number of regularly scheduled school days, as defined in WAC 392-121-033, between the dates determined in Nos. 1 and 2.
4. Divide the number of days in No. 3 by five to determine weeks of attendance.
5. Use the lesser of weeks in No. 4 or 18. Total weeks of service for any individual may not exceed 18.
6. Accumulate the results of No. 5 for all students receiving HH services through the school district. Also accumulate weeks of attendance for all students receiving HH services through hospitals. Report the total number of full and partial weeks of attendance rounded to one decimal place.

### Certification

Provide an original signature and date the completed Form E-525.