



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 School Apportionment and Financial Services  
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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.