



# 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.