



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
-----	----	------

**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	2009-10

SCHOOL DISTRICT ENROLLMENT

	(A) Headcount of Individual Students		(B) Full-Time Equivalent (FTE) Students	
	(Column 1) K-12 ¹	(Column 2) R & N ²	(Column 1) K-12 ¹	(Column 2) R & N ²
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 ³	College RS Only ⁴	Nonvocational RS ⁴	Vocational RS ⁴

CATEGORICAL AND ENHANCEMENT PROGRAM ENROLLMENTS

Bilingual Program ⁵ Headcount of Individual Students	Vocational 7 th & 8 th Grade Programs ⁶ FTE Students	Vocational 9 th -12 th Grade Programs ⁶ FTE Students	Skills Center Program ^{6,7} 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. Report each resident district separately.
- 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

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 16. 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, Department of Corrections facilities, 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/bulletins2009.aspx>.
- Reported basic education enrollments are summarized on Report 1251.

DETAILED INSTRUCTIONS

Enter school district name, county, school district number, ESD number, and report month 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. School districts serving nonresident students must complete a separate P-223 form for each resident school district served.

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 7–8
Secondary programs are Grades 9–12

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 16th. 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

1. The following criteria **must** be met for each student counted on Form P-223H:
 - a. The student's evaluation must be current.
 - b. The student's eligibility to receive special education and related services must have been established.
 - c. The student's individualized education program (IEP) must be current and in effect. Consideration of the need for extended school year special education services must be documented in the IEP for each special education student reported. Students aged birth to 3 may be served pursuant to an individualized family service plan (IFSP) per Part C – WA ITEIP requirements.
 - d. Appropriate parental notice requirements must have been met prior to initial or continuing placement.
 - e. The student must be receiving special education and related services.
 - f. Determination of the student's least restrictive environment must be made prior to special education placement.

g. Determination of the student's need for a surrogate parent and appointment of a trained surrogate parent must have been documented.

2. **A properly identified** student is one who: has an IEP that meets state requirements; has an IEP based upon an appropriate evaluation; and is receiving services described in the IEP.
3. 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

1. Report only enrolled and properly identified students.
2. Do not report students enrolled in state institutions; i.e., residential habilitation centers, institutions for juvenile delinquents, group homes, Department of Corrections facilities, 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/bulletins2009.aspx>.
- ◆ Reported enrollments are summarized on Report 1735.
- ◆ Refer to WAC Chapter 392-172A for special education guidelines.

DETAILED INSTRUCTIONS

Enter the serving school district name, county, school district number, ESD number, and report month 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 "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.



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
-----	----	------

MONTHLY REPORT OF RUNNING START ENROLLMENT

(See reverse side for instructions)

COLLEGE/UNIVERSITY NAME	COLLEGE QUARTER (if applicable)	REPORT MONTH
SCHOOL DISTRICT NAME	SCHOOL DISTRICT NO.	REPORT YEAR

COLLEGE/UNIVERSITY RUNNING START ENROLLMENT

	Headcount of Individual Students	Full-Time Equivalent (FTE) Students	
	Total Nonvocational and Vocational	Nonvocational	Vocational
Eleventh Grade			
Twelfth Grade			
Totals			

ENROLLED STUDENTS
 (Attach additional pages as needed.)

Student Name	Nonvocational Enrollment		Vocational Enrollment		
	Quarter Credits or Hours Per Week ¹	Full-Time Equivalent ²	Quarter Credits or Hours Per Week ¹	Full-Time Equivalent ²	CIP Code
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
Totals ³					

¹ If college/university quarter credits are awarded, report credits; otherwise, report hours per week of student enrollment.
² Fifteen or more college/university quarter credits equals 1.00 full-time equivalent (FTE). Twenty-five or more hours per week of enrolled class time equals 1.00 FTE. A student's combined nonvocational and vocational FTE cannot exceed 1.00.
³ Total FTEs must agree with totals reported at the top of this form.

CERTIFICATION

I hereby certify that students are reported in accordance with enrollment reporting rules and instructions and that supporting student records are available for audit.	The college/university and the school district should retain this form for audit purposes.
---	--

ORIGINAL SIGNATURE OF AUTHORIZED COLLEGE/UNIVERSITY OFFICIAL

DATE

INSTRUCTIONS FOR COMPLETING FORM SPI P-223RS

GENERAL INSTRUCTIONS

Count Dates (WAC 392-169-100)

1. For community and technical colleges and for Central Washington University and Eastern Washington University, count enrollments as of the first college or university school day of each of the months of October through June.
2. For Washington State University, count enrollments as of the first university day of each of the months of September through May.

Due Dates and Routing of Form SPI P-223RS (Form P-223RS)

Submit forms to school district business offices on or before the 8th calendar day of each month, October through June. Submit a separate form to each school district sending Running Start students to the college/university. If actual enrollments are not available by the due date, submit estimates and submit a revised form when actual enrollments are known. Submit revised forms whenever errors are discovered.

School districts must report enrollments to the ESD by the 10th calendar day of each month.

The provisions of chapter 392-117 WAC, Timely Reporting, apply to this form. Failure to report by the due date or in the form required can result in the reduction or delay of state apportionment payments.

Purpose

Community and technical colleges, as well as Central Washington University, Eastern Washington University, and Washington State University, if participating, use this form to report Running Start students to school districts. Running Start students earn both high school and college credit for college courses. Running Start enrollment generates state basic education moneys, which are paid to the school district for transmittal to the college/university (less a 7 percent administrative fee).

Enrollment Counts

To be counted, a student must:

- Be under 21 years of age at the beginning of the school year.
- Be enrolled tuition free.
- Be enrolled in a school district in Grade 11 or 12.
- Not have earned the credits required for or received a high school diploma as of the beginning of the school year.
- Be enrolled in college-level courses on the count date for which the student is earning high school graduation credit.

Limitations on Enrollment Counts

Do not report:

- A student who has dropped out, transferred to another college, been suspended or expelled, or not participated in instructional activities on at least one college day during the current college quarter since the last enrollment count date.
- Enrollment that generates state money for higher education or adult education for the college.
- Summer enrollment. Running Start enrollment is limited to the fall, winter, and spring quarters (WAC 392-169-055).

Applicable Laws and Regulations

Funding for Running Start students is provided pursuant to RCW 28A.600.310 (as amended by Chapter 222, Laws of 1993). Rules governing the Running Start program are contained in chapter 392-169 WAC.

Documentation for Audit Purposes

Retain P-223RS reports for six years. Retain supporting documentation until completion of the Washington State Auditor's Office examination of the school year. Documentation should show the student's enrolled status on the count date and evidence of participation in college/university instruction since the last enrollment count date.

References

- See WAC 392-121-187 for rules governing technical college direct-funded enrollment.
- See the School Apportionment and Financial Services Annual Enrollment Bulletin for additional guidelines and instructions on enrollment reporting.

Questions

For additional information contact **Becky McLean**, OSPI, School Apportionment and Financial Services, at **(360) 725-6306**.

DETAILED INSTRUCTIONS

On the lines provided, enter the college name, college quarter (if applicable), school district name, school district number, and month and year of the enrollment count (e.g., October 2009). Prepare a separate form for each resident school district.

Enrollments

In the boxes provided, enter the number of eleventh and twelfth grade enrolled Running Start students and full-time equivalent (FTE) nonvocational and vocational enrollments on the count date.

Individual Enrolled Students

Report the name of each enrolled Running Start student on the monthly count date.

Nonvocational and Vocational Enrollment

Report nonvocational and vocational enrollments separately in the columns provided. Report vocational enrollment only for courses in a vocational approved program or track taught by a vocationally certified instructor. Report the classification of instructional programs (CIP) codes in the appropriate column.

Quarter Credits or Hours of Enrollment

If classes are offered on a college quarter or semester hour basis, enter the number of college quarter credits in which the student is enrolled on the count date. Convert semester credits to quarter credits for reporting purposes where two semester credits convert to three quarter credits.

Otherwise, enter the number of hours per week that the student is scheduled to attend. See WAC 392-121-107 through 392-121-183 for guidelines for counting enrolled hours. Enrolled hours include reasonable class change passing time and exclude meal times.

Determining Full-Time Equivalent (FTE)

Determine FTE based on college credits as follows:

Report 1.00 FTE for a student enrolled for 15 quarter credit hours or more on the count date. Report a partial FTE for a student enrolled as a Running Start student for less than 15 quarter credit hours. For example: A student enrolled for 5 credit hours is counted as 0.33 FTE (5/15).

Determine FTE based on hours of enrollment as follows:

Report 1.00 FTE for a student enrolled for 25 hours or more per week on the count date. Report a partial FTE for a student enrolled for less than 25 hours. For example: A student enrolled for 20 hours is reported as 0.80 FTE (20/25).

Report FTE rounded to two decimal places (e.g., 0.33, or 0.80).

Limitation on FTE Counts

Count no student as more than 1.00 FTE in any month (including combined nonvocational and vocational FTE). For example: A student enrolled for 18 quarter credits is reported as 1.00 FTE.

Three Count Dates per Quarter

State funding is based on three count dates per college quarter. If a college quarter does not span three enrollment count dates, please contact Becky McLean, OSPI, School Apportionment and Financial Services, at (360) 725-6306.

Alternative Report Forms

A college/university may submit alternative (computer-generated) P-223RS reports in lieu of the paper form provided if the report:

- Displays all of the information required on Form P-223RS.
- Is signed by the authorized college/university official.
- Is acceptable to the school district.

Faxed reports are permitted if acceptable to the school 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
-----	----	------

**MONTHLY REPORT OF TECHNICAL COLLEGE ENROLLMENT
 ELIGIBLE FOR BASIC EDUCATION SUPPORT
 (See reverse side for instructions)**

TECHNICAL COLLEGE NAME		COLLEGE QUARTER (if applicable)	REPORT MONTH
SCHOOL DISTRICT NAME	COUNTY NAME	SCHOOL DISTRICT NO.	REPORT YEAR

TECHNICAL COLLEGE ENROLLMENT ELIGIBLE FOR BASIC EDUCATION SUPPORT					
	Headcount of Individual Students		Full-Time Equivalent (FTE) Students		
	Total Nonvocational and Vocational		Nonvocational	Vocational	Total
Ninth Grade					
Tenth Grade					
Eleventh Grade					
Twelfth Grade					
Totals					

ENROLLED STUDENTS (Attach additional pages as needed.)					
Student Name	Nonvocational Enrollment		Vocational Enrollment		
	Hours Per Week	Full-Time Equivalent ¹	Hours Per Week	Full-Time Equivalent ¹	CIP Code
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
Totals²					

¹ Twenty-five or more hours per week of technical college enrolled class time equals 1.00 FTE. A student's combined nonvocational and vocational FTE cannot exceed 1.00.

² Total FTEs must agree with totals reported at the top of this form.

CERTIFICATION

I hereby certify that students are enrolled pursuant to an interlocal agreement with the school district authorizing the technical college to receive direct state funding for the students, that FTEs are determined pursuant to chapter 392-121 WAC and instructions provided by the Office of Superintendent of Public Instruction, and that documentation of student enrollment is available for audit.

ORIGINAL SIGNATURE OF AUTHORIZED COLLEGE/UNIVERSITY OFFICIAL

DATE

INSTRUCTIONS FOR COMPLETING FORM SPI P-223TC

GENERAL INSTRUCTIONS

Count Dates

Calculate and report enrollments as of the first school day of each month, October through June.

Due Dates and Routing of Form SPI P-223TC (Form P-223TC)

Electronic reports submitted through OSPI's Education Data System are to be submitted to the ESDs no later than the 10th calendar day of each month, October through June.

The provisions of chapter 392-117 WAC, Timely Reporting, apply to this report. Failure to report by the due date or in the form required can result in the reduction or delay of state apportionment payments.

Purpose

This form is used by technical colleges to claim direct state funding for high school students served under an interlocal agreement with a school district pursuant to RCW 28B.50.533. Enrollments reported on this form generate state basic education moneys which are paid to the technical college by the Office of Superintendent of Public Instruction (OSPI).

Applicable Laws and Regulations

Direct basic education funding to technical colleges is made possible by Chapter 223, Laws of 1993. Funding is determined pursuant to chapter 28A.150 RCW, chapter 392-121 WAC, and the state Operating Appropriations Act. Unless otherwise stated, reporting rules and requirements for Form P-223TC are the same as rules and requirements for school district reporting on Form P-223, Monthly Report of School District Enrollment Eligible for Basic Support.

Documentation for Audit Purposes

Colleges are required to retain P-223TC reports for six years. Documents supporting monthly enrollment counts are to be retained until the audit for the school year is complete. Enrollments are subject to audit by the Washington State Auditor's Office. Lack of adequate documentation can result in the recovery of state moneys.

Documentation should permit the auditor to verify the FTE reported for each student and should provide evidence of the student's class attendance within the last 20 consecutive school days.

References

- See WAC 392-121-187 for rules governing technical college direct-funded enrollment.
- See the School Apportionment and Financial Services Annual Enrollment Bulletin for additional guidelines and instructions on enrollment reporting.

Questions

For additional information contact **Becky McLean**, OSPI, School Apportionment and Financial Services, at **(360) 725-6306**.

DETAILED INSTRUCTIONS

On the lines provided, enter the college name, college quarter, school district name, county name, school district number, and month and year of the enrollment count (e.g., October 2009). Prepare a separate report for each resident school district.

Enrolled Students

Report the name of each enrolled student on the monthly count date. Report only students who are under 21 years of age at the beginning of the school year (September 1) and enrolled tuition-free under an interlocal agreement with a school district pursuant to RCW 28B.50.533.

Do not report a student who has dropped out, transferred to another school, not attended in the last 20 consecutive school days, or not yet attended class in the current school year.

Report only enrollment for which the student is earning high school graduation credit from a school district. Do not report enrollment which is claimed by the school district for state funding or which generates state or federal moneys for higher education, adult education, or job training for the technical college.

Nonvocational and Vocational Courses

Report, by grade level, nonvocational and vocational enrollments separately in the boxes provided. Report vocational enrollments only for state-approved vocational courses as determined by the State Board for Community and Technical Colleges and confirmed by OSPI; include classification of instructional programs (CIP) codes.

Determining Full-Time Equivalent (FTE)

Determine each student's nonvocational and vocational FTE pursuant to WAC 392-121-122. If the student is enrolled exclusively in the technical college, report 1.00 FTE for 25 or more hours of enrollment per week; report a partial FTE if the student is enrolled for less than 25 hours.

Example: A student enrolled for 20 hours per week is reported as 0.80 FTE (20/25). See "Limitation on FTE Counts" below.

Enrolled hours includes reasonable class change passing time but does not include lunch time. Report FTE rounded to two decimal places (e.g., 0.33).

Limitation on FTE Counts

No student's combined nonvocational and vocational FTE can exceed 1.00 FTE in any month.

Example: A student enrolled for 15 hours per week of vocational instruction and 15 hours per week of nonvocational instruction can be reported for 0.60 vocational FTE (15/25), and 0.40 nonvocational FTE (1.00 - 0.60), or for 0.50 vocational FTE and 0.50 nonvocational FTE.

If a student is taking high school classes that are reported by a school district for basic education funding, the combined FTE reported by the college and the school district cannot exceed 1.00 FTE. The method of dividing the FTE is to be negotiated by the college and the school district.

Example: A student enrolls one hour per day in a high school course and five hours per day in technical college courses. If the high school reports 0.20 FTE, the technical college can report no more than 0.80 FTE. The school district and college may agree on some other method of dividing the 1.00 FTE.



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
-----	----	------

**MONTHLY REPORT OF INSTITUTIONAL EDUCATION
 PROGRAM ENROLLMENT**
 (See reverse side for instructions)

1. SERVING DISTRICT NAME	2. COUNTY NAME	3. SERVING DISTRICT NO.	4. ESD NO.	5. REPORT MONTH
6. PROGRAM OR INSTITUTION NAME	7. NAME OF PERSON PREPARING THIS REPORT	8. TELEPHONE NUMBER		9. SCHOOL BUILDING NUMBER
10. TYPE OF INSTITUTION (Check One) <input type="checkbox"/> Group Home <input type="checkbox"/> JRA Institution for Juveniles <input type="checkbox"/> Residential Habilitation Center <input type="checkbox"/> Detention Center <input type="checkbox"/> Department of Corrections Facility			SCHOOL YEAR 2009-10	

INSTITUTIONAL EDUCATION PROGRAM ENROLLMENT Only Include Enrollment Reported for Institutional Education Funding				
ON THE MONTHLY COUNT DATE	Education site is the institution facility named in item 6. above		Education site is other than the institution facility named in item 6. above	
	A. HEADCOUNT	B. FTE	C. HEADCOUNT	D. FTE
Residential Students				
Day Reporting Students (See the definition on the reverse side under Detailed Instructions)			N/A	N/A
Total				

CERTIFICATION	
<p>I hereby certify that all students reflected in this report are properly enrolled students of the school district or institution, that conversions to FTEs are in accordance with instructions, and that student records and other pertinent documents are readily available for audit.</p> <p>If "Detention Center" is checked in item 10. "Type of Institution" above, I certify that all students reported meet the definitions of "confinement" according to RCW 13.40.020 and that the facility meets the definition of "detention facility" according to RCW 13.40.020.</p>	<p>Acknowledged</p>
ORIGINAL SIGNATURE OF PROGRAM ADMINISTRATOR	ORIGINAL SIGNATURE OF LOCAL SCHOOL DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL

INSTRUCTIONS FOR COMPLETING FORM SPI E-672

GENERAL INSTRUCTIONS

Count Dates

School districts and other education providers are to report enrolled students as of the fourth school day of September and the first school day of the months of October through July.

Due Dates and Routing of Form SPI E-672 (Form E-672)

Reports are due at the Office of Superintendent of Public Instruction (OSPI), School Apportionment and Financial Services, on September 17 and the 10th calendar day of each month, October through July.

Timely reporting rules (chapter 392-117 WAC) apply. Failure to report by the due date or on the form required may result in the delay or reduction of state allocations.

Purpose

School districts or other education providers use this form to report state institutional education program enrollment for group homes, JRA institutions for juveniles, residential habilitation centers, detention centers, and Department of Corrections' facilities.

Enrollment reported on Form E-672 is used by OSPI to calculate allocations of state moneys for institutional education programs.

Enrollment Definitions WAC 392-122-220

An **enrolled institutional education student** is a person who:

- (a) Is in a program in a Department of Corrections facility and is under 18 years of age, or is 18 years of age and is continuing in the institutional education program with the permission of the Department of Corrections and the education provider; or
(b) Is in a residential institution other than the Department of Corrections and is under 21 years of age at the beginning of the school year.
- Is scheduled to engage in educational activity in the institutional education program during the current week.
- During the current school year, has engaged in educational activity in the institutional education program provided or supervised by educational certificated staff.
- Does not qualify for any of the enrollment exclusions in WAC 392-122-221.
- Has not terminated instruction or transferred.
- Is not claimed by another school district or other educational service provider for state support.

Educational activity (WAC 392-122-212) means the following teaching/learning experiences:

- Instruction, testing, counseling, supervision, advising, and other services provided directly by certificated staff or by classified staff who are supervised by certificated staff.
- Up to one hour per day of scheduled study time if the study is in conjunction with other educational activity and if the study is monitored by educational staff who are present during the study.
- Up to two hours per day of individual study conducted by a student when educational staff are not present if all of the following conditions are met:
 - The study is in pursuit of high school graduation credit, or the study is in a Department of Corrections facility and is in pursuit of a certificate of educational competence pursuant to RCW 28B.50.536 and chapter 131-48 WAC.
 - The study is part of a program of instruction defined by a certificated employee who evaluates the student's progress in that program.
 - The student is making progress in the program.
 - The study is not counted as work training experience pursuant to No. 4. below.
 - Combined individual study time and scheduled study time pursuant to No. 2. above claimed in determining the student's full-time equivalent pursuant to WAC 392-122-225 do not exceed two hours per day.
- Work based learning meeting the requirements of WAC 180-50-315; provided, that for work based learning provided pursuant to WAC 180-50-315, a student's full-time equivalent shall be determined pursuant to WAC 392-121-124.

Excused absence means an absence from scheduled educational activity due to illness; attendance in court; or a meeting with a lawyer, case worker, counselor, physician, dentist, nurse, or other professional service provider.

Full-time equivalent (FTE) students are defined in WAC 392-122-225.

Limitations on Enrollment Counts

Enrollment FTE reported on Form E-672 are not reported on Form P-223, Monthly Report of School District Enrollment Eligible for Basic Support. Students reported on Form E-672 are not reported on Form P-223H, Monthly Report of School District Special Education Enrollment.

Institutions, school districts, or other education providers need to work together to ensure that enrollment reporting is in compliance with WAC 392-121-107 and 392-122-221. For institutional education funding, institutions must not report FTE enrollment that a school district or other educational service provider has reported for basic education funding. For basic education funding, school districts must not report FTE enrollment in an institutional education program.

To ensure that students are not reported both for institutional education funding and for basic education funding, **school districts or other education providers reporting a student on Form E-672 for the first time must notify the student's last school or district of attendance as soon as possible.** Notice should be sent to the attention of the person responsible for enrollment reporting.

References

- Refer to the School Apportionment and Financial Services Annual Enrollment Bulletin for instructions related to other enrollment reporting.
- Questions may be directed to **Becky McLean**, School Apportionment and Financial Services, at **(360) 725-6306**.

DETAILED INSTRUCTIONS

Enter the ESD, county, and district numbers at the top of the form. In boxes 1.–9., enter serving district name, county name, serving district number, ESD number, report month, program or institution name, person preparing the report, telephone number, and school building number, respectively. In box 10., check the type of institution. Check one box only.

Residential Students: Students whose living accommodations are at the institution. These students may leave the institution grounds during the day but return to the institution to sleep.

Day Reporting Students: Students whose residence or living accommodations are not at the institution. These students are on the institution grounds part-time and primarily for education pursuits. In the case of detention centers, these students must meet the standard of "confined" in accordance with RCW 13.40.020.

Columns A–D: All counts are as of the monthly count date and are included in the respective Total box.

Columns A and B

Using the definition of "Residential Students" and "Day Reporting Students" above, enter the headcount and FTE of enrolled education students **whose education site is the institution facility named in item 6.** in the respective boxes.

Columns C and D

Using the definition of "Residential Students" and "Day Reporting Students" above, enter the headcount and FTE of enrolled education students **whose education site is other than the institution facility named in item 6.** in the respective boxes. Day reporting educational programs may only be conducted on-site at the institution facility.

Certification

Sign and date the completed Form E-672.



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
-----	----	------

**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	2009-10

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 th - 8 th Grades) Vocational Programs *		
Secondary School (9 th - 12 th 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 _____

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 was not enrolled full-time in either a private school or home-based instruction for the months the student was not claimed for apportionment funding during the 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/bulletins2009.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 720 for Grades K–3 and 900 for Grades 4–12.) 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 720 for Grades K–3 and 900 for Grades 4–12.
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).
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 (Grades 7–8) or secondary programs (Grades 9–12) 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.



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
-----	----	------

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	2009-10

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 720 for Grade K–3 and 900 for Grades 4–12 and added to average September through May P-223 enrollment in determining state basic education funding (720 hours of service for Grades K–3 or 900 hours of service for Grades 4–12 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/bulletins2009.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 COMPLETING 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, 2010
Nonhigh Districts June 21, 2010
Completed reports are due at OSPI July 12, 2010.

1. High school districts shall:
 - a. Complete a **separate Form P-213 for each nonhigh district served**.
 - b. Send signed form(s) to the high school district's educational service district (ESD) by June 10, 2010.
2. ESDs forward each Form P-213 to the appropriate nonhigh district for input and a concurring signature.
3. Nonhigh districts shall:
 - a. Review and sign the form.
 - b. Return it to the high school district's ESD by June 21, 2010.
4. ESDs shall:
 - a. Facilitate the P-213 process so that both districts reach agreement on the accuracy of the data before it is submitted to OSPI.
 - b. Make copies of the final report form for distribution to high school districts and nonhigh districts.
 - c. Send signed originals to OSPI, School Apportionment and Financial Services, by July 12, 2010.

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 affects 2010–11 expenditures and revenues, school districts need P-213 data in July 2010 for use in budget preparation for the 2010–11 school year.

Limitations on Enrollment Counts

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

1. 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.
2. 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.
3. 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/bulletins2009.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 2009–10 AAFTE", enter the AAFTE of students residing in the nonhigh district and enrolled in the high school district during the 2009–10 school year.

Under "Estimated 2010–11 AAFTE", enter the estimated enrollment for the 2010–11 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 2009–10 student. Report estimated AAFTE for each 2010–11 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
-----	----	------

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

SERVING DISTRICT NAME	COUNTY NAME	SERVING DISTRICT NO.	ESD NO.	YEAR
				2009-10

SCHOOL DISTRICT HOME AND HOSPITAL (HH) ATTENDANCE	Total Actual Weeks of Attendance ¹ (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:	
¹ Actual weeks of attendance is calculated as: The number of eligible school days divided by 5, rounded to the nearest tenth. The number of eligible school days 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 COMPLETING 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 392-172A-02100 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 12, 2010**.

Purpose

Reported E-525 attendance will determine final HH allocations included in the July 2010 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 annual home hospital bulletin for program procedures.
- See WAC 392-122-140 and WAC 392-172A-02100 for fiscal eligibility requirements for HH funding.

References

- Annual Enrollment Bulletin available online at: <http://www.k12.wa.us/BulletinsMemos/bulletins2009.aspx>.
- Question may be directed to **Becky McLean**, School Apportionment and Financial Services, at **(360) 725-6306**.

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.