

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.