



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 School Apportionment, Financial Services, and Finance Reform
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ESD

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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 <input type="checkbox"/> County or City Jail		11. ANNUAL NUMBER OF PROGRAM DAYS		SCHOOL YEAR 2010-11

INSTITUTIONAL EDUCATION PROGRAM ENROLLMENT				
Only Include Enrollment Reported for Institutional Education Funding				
	Education site is the institution facility named in item 6. above		Education site is other than the institution facility named in item 6. above	
ON THE MONTHLY COUNT DATE	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, Financial Services, and Finance Reform on September 16 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, Department of Corrections' facilities and county or city adult jails.

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

Enrollment Definitions

Enrolled institutional education student (WAC 392-122-220) is a person who:

1. (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.
2. Is scheduled to engage in educational activity in the institutional education program during the current week.
3. During the current school year, has engaged in educational activity in the institutional education program provided or supervised by educational certificated staff.
4. Does not qualify for any of the enrollment exclusions in WAC 392-122-221.

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

1. Instruction, testing, counseling, supervision, advising, and other services provided directly by certificated staff or by classified staff who are supervised by certificated staff.
2. 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.
3. 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:
 - a. 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.
 - b. The study is part of a program of instruction defined by a certificated employee who evaluates the student's progress in that program.
 - c. The student is making progress in the program.
 - d. The study is not counted as work training experience pursuant to No. 4. below.
 - e. 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.
4. Work based learning meeting the requirements of WAC 392-410-315; shall be reported in a student's full-time equivalent enrollment pursuant to WAC 392-121-124.

Juveniles in adult jails - School districts that have a county or city adult jail must be prepared to provide a program of education within 5 days of notification from the adult jail facility of a juvenile confined therein.

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 and 392-122-228.

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, Financial Services, and Finance Reform Annual Enrollment Bulletin for instructions related to other enrollment reporting.
- Questions may be directed to **Becky McLean**, School Apportionment, Financial Services, and Finance Reform 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. In box 11, enter the number of planned program days of instruction for the school year.

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