



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 School Apportionment, Financial Services, and Finance Reform  
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ESD	CO	DIST
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**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	<b>2010-11</b>

**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 <sup>th</sup> - 8 <sup>th</sup> Grades) Vocational Programs *		
Secondary School (9 <sup>th</sup> - 12 <sup>th</sup> 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 months of June, July, and August.

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 and 133. Districts providing instruction during the months of June, July, and August 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 the limitations set forth in WAC 392-121-136 to include:
  1. No student shall be counted for more than a 1.0 AAFTE, except for skills center students who may be claimed up to a combined 1.60 FTE with the maximum 1.0 FTE equivalent for skills center enrollment and a maximum 1.0 FTE equivalent for high school.
  2. 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. 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/bulletins2010.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).
- \* For skills center students, the AAFTE limit is 1.60 with the maximum 1.0 FTE for skills center and 1.0 FTE for high school.
- \* For kindergarten students, the AAFTE limit is 0.50 unless the student is in a state funded full-day program at the district.

5. Round the AAFTE to two decimal places as shown in the examples above.

### 6. Vocational and Skills Center Enrollment

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.

### Certification

Provide an original signature and date the completed Form P-223S.