



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 School Apportionment, Financial Services, and Finance Reform
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ESD	CO	DIST
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MONTHLY REPORT OF NATIONAL GUARD YOUTH CHALLENGE ENROLLMENT

(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.	REPORT YEAR	2010-11

NATIONAL GUARD YOUTH CHALLENGE ENROLLMENT		
	Headcount of Individual Students	Full-Time Equivalent (FTE) Students
Ninth Grade		
Tenth Grade		
Eleventh Grade		
Twelfth Grade		
Totals		

CATEGORICAL AND ENHANCEMENT PROGRAM ENROLLMENTS	
<u>Bilingual Program</u> ¹ Headcount of Individual Students	<u>Vocational 9th-12th Grade Programs</u> ² FTE Students

FOOTNOTES
1. Report only total headcount enrolled in a state-approved transitional bilingual instructional program for the reporting period pursuant to WAC 392-160-026.
2. These FTEs are included in grades 9-12 above. Report FTEs only in state-approved vocational courses.

SPECIAL EDUCATION ENROLLMENT	
K to Age 21 (Headcount)	

Note – The instructions on the reverse side of this form are an integral part and provide additional information for correctly reporting student enrollment.

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 school district should retain the original form for audit purposes. A copy of this form must be mailed to OSPI on a monthly basis.
ORIGINAL SIGNATURE OF AUTHORIZED SCHOOL DISTRICT OFFICIAL	DATE

INSTRUCTIONS FOR COMPLETING FORM SPI P-223YC

GENERAL INSTRUCTIONS

Count Dates (WAC 392-124-040(1))

For the National Guard Youth Challenge Program, count enrollments as of the fourth day of school in the months of January and July and the first school day of each of the months of February through June for the first term and August through December for the second term.

Due Dates

Submit forms to OSPI on or before the 14th calendar day of each month, September through August. 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.

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

School districts use this form to report students in the National Guard Youth Challenge Program to OSPI and the school district the program operates under. Enrollments reported on this form are used to determine state funding amounts.

Enrollment Definitions

Report enrolled students participating in courses of study.

1. **Enrolled student** is defined in WAC 392-121-106.
2. **Courses of study** are those activities that may be counted in determining enrolled students and student FTE pursuant to WAC 392-121-107.
For the purposes of the National Guard Youth Challenge Program, a course of study shall encompass that instruction which will generate credit towards a high school diploma when successfully completed.
3. **Full-time equivalent (FTE) computations.** For the National Guard Youth Challenge program only, student FTE is reported as a 1.0 FTE for each 100 monthly hours of participation in eligible courses of study. The same calculation of FTE is used to determine vocational enrollment 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):

1. Students whose consecutive days of absence exceed 20 school days may not be counted until attendance is resumed,
2. Students who have not yet attended school this school year.
3. 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.
4. Students enrolled in state institutions; i.e., residential habilitation centers, institutions for juvenile delinquents, group homes, Department of Corrections facilities, juvenile detention centers, and county or city jails. These students are to be reported monthly on Form E-672.
5. 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.
6. Students claimed directly by the University of Washington.

Applicable Laws and Regulations

Funding for National Guard Youth Challenge students is provided pursuant to RCW 28A.510. Rules governing the National Guard Youth Challenge Program are contained in chapter 392-122 WAC.

Documentation for Audit Purposes

Retain P-223YC 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 a course of study since the last enrollment count date.

Questions

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

DETAILED INSTRUCTIONS

On the lines provided, enter the serving district name, county name, serving district number, ESD number, and month and year of the enrollment count (e.g., October 2010). Prepare a separate form for each resident school district.

National Guard Youth Challenge 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.

Vocational Enrollment

FTE enrollment in state-approved vocational programs are reported separately for enhancement funding purposes. Report vocational enrollment only for courses in a vocational approved program or track taught by a vocationally certified instructor.

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.

Special Education Enrollment

1. The following criteria **must** be met for a student to be counted as a special education student:
 - 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.
 - 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:
 - a. has an IEP that meets state requirements;
 - b. has an IEP based upon an appropriate evaluation;
 - c. 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.

Certification

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