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( X ) Informational

BULLETIN NO. 050-19 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents

School District Superintendents

School District Business Managers

Technical College Presidents

Technical College Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Direct Funding to Technical Colleges for High School Students for the 2019–20 School Year

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding

360-725-6306, [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)

**PURPOSE**

This bulletin informs technical colleges of the requirements for receiving direct state funding for high school students enrolled under an interlocal agreement with a district.

**CHANGES FOR THIS BULLETIN**

This bulletin replaces Bulletin #061-18 dated July 3, 2018. There are no changes for the 2019–20 school year.

**REQUIREMENTS FOR DIRECT FUNDING TO TECHNICAL COLLEGES**

1. Complete Interlocal Agreements: Prior to claiming direct state funding, the technical college must complete interlocal agreements with the districts for students who are to be reported by the technical college. Agreements should state the duration of the agreement and describe the educational services to be provided to high school students by the college on behalf of the district. Agreements should also state whether funding provided by the state for students is to be paid directly to the college or if the college chooses to receive funding through the district. Agreements must be signed by authorized representatives of the

college and the district. Copies of the signed Interlocal agreements must be forwarded to the Office of Superintendent of Public Instruction (OSPI), School Apportionment and Financial Services (SAFS), P.O. Box 47200, Olympia, WA, 98504-7200.

1. Report Enrollment: Technical colleges report the eligible students who are enrolled on each monthly count day and do not meet any of the enrollment exclusions provided in WAC [392-121-108](http://apps.leg.wa.gov/WAC/default.aspx?cite=392-121-108). The count days are the fourth school day of September and the first school day of each of the next nine months, October through June.

Attached to this bulletin is Form P-223TC, Monthly Report of Technical College Enrollment Eligible for Basic Education Support. Instructions on completing this form are printed on the back of the form. Technical colleges may use an alternative (computer-generated) report form for their internal purposes if the alternative form provides all the data required on Form P-223TC, including the authorized signature. Technical colleges provide a copy of Form P-223TC (or the alternative form) to each district whose students are reported.

If students reported on Form P-223TC are also attending classes at the district and claimed for basic education funding by the district, the college and district must collaborate on each month’s report to ensure the student’s combined full-time equivalent (FTE) and annual average FTE (AAFTE) do not exceed the limitations provided in WAC [392-121-133](http://apps.leg.wa.gov/WAC/default.aspx?cite=392-121-133) and WAC [392-121-136](http://apps.leg.wa.gov/WAC/default.aspx?cite=392-121-136).

Technical colleges submit enrollment to the educational service district (ESD) using the Education Data System (EDS). The report for September is due at the ESD by September 18. Refer to Section 5.B. of the 2019–20 Enrollment Reporting Handbook available on OSPI’s [Enrollment Reporting website](https://www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting) for the remaining ESD due dates for the months, October through June.

Provisions of chapter [392-117](http://apps.leg.wa.gov/WAC/default.aspx?cite=392-117) WAC, Timely Reporting, apply. Late reporting can result in the reduction or delay of state apportionment payments. Revised reports are to be submitted if errors are found prior to completion of the audit of the school by the State Auditor’s Office.

1. Retain Documentation: Enrollment reported on Form P-223TC generates state moneys and is subject to audit by the Washington State Auditor’s Office. Audit findings and exceptions can result in the recovery of state moneys. Copies of monthly Form P-223TC must be retained for six years. Documentation supporting monthly enrollment counts must be retained until the audit for the school year has been completed. Refer to Section 10 of the 2019–20 Enrollment Reporting Handbook available on OSPI’s [Enrollment Reporting website](https://www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting) for a list of supporting documentation.

**VERIFICATION OF VOCATIONAL APPROVAL**

Technical colleges will be required to verify state approval for vocational courses that generate vocational FTEs reported on Form P-223TC. Note: classification of instructional programs (CIP) codes is required on Form P-223TC. A listing of CIP codes is available on OSPI’s [Career and Technical Education website](https://www.k12.wa.us/student-success/career-technical-education/cte-resources/cip-codes).

**INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact the appropriate ESD fiscal office or Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or by email at [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins and Memoranda](http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx) page of the OSPI website.

Jamila B. Thomas

Chief of Staff

T.J. Kelly

Chief Financial Officer

Financial Resources

Michelle Matakas

Director

School Apportionment and Financial Services

CR:bem

Attachment: Form P-223TC, Monthly Report of Technical College Enrollment Eligible for Basic Education Support

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