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|  | ESD | CO | DIST |
| **MONTHLY REPORT OF INSTITUTIONAL EDUCATION PROGRAM ENROLLMENT** |  |  |  |
| (See reverse side for instructions) |  |  |  |



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| --- | --- | --- | --- | --- |
| 1. SERVING DISTRICT OR ESD 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 NUMBER |
| 1. TYPE OF INSTITUTION (Check One)    * Residential Habilitation Center    * State (JRA) Long-Term Juvenile Institution    * State Operated Community Facility    * County Juvenile Detention Center    * Department of Corrections Facility    * County or City Adult Jail | | 11. ANNUAL NUMBER OF PROGRAM DAYS | | SCHOOL YEAR  **2023–24** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| **Totals** |  |  |  |  |

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| --- | --- | --- |
|  | E. HEADCOUNT | F. FTE |
| **MENTALLY ILL OFFENDER UNIT**  at state long-term juvenile institutions |  |  |

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| **CERTIFICATION** | |
| 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.  If “County Juvenile 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. | **Acknowledged** |
| ORIGINAL SIGNATURE OF PROGRAM ADMINISTRATOR | ORIGINAL SIGNATURE OF SCHOOL DISTRICT OR ESD SUPERINTENDENT OR AUTHORIZED OFFICIAL |

FORM SPI E-672 (Rev. 8/2023)

**GENERAL INSTRUCTIONS**

#### INSTRUCTIONS FOR COMPLETING FORM SPI E-672

**Limitations on Enrollment Counts**

Enrollment reported on Form E-672 is not reported on Forms P-223 and P-223H, except for Transitional Bilingual Instructional Program (TBIP) and Exited TBIP. A

**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 E-672**

Reports are due at the Office of Superintendent of Public Instruction (OSPI), School Apportionment and Financial Services, on September 20 and the tenth calendar day of each month, October through July.

Email completed Form E-672 to [SAFSEnrollment@k12.wa.us.](mailto:SAFSEnrollment@k12.wa.us)

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 ESDs use this form to report state institutional education program enrollment for residential habilitation centers, state long-term juvenile institutions, state operated community facilities, county juvenile 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 funding 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 or City or County Adult Jail 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 facility and the education provider; or

(b) Is in a residential institution other than the Department of Corrections or an Adult Jail and is under 21 years of age at the beginning of the school year.

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

Educational activity (WAC 392-122-212) means the following teaching and 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:
   1. 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 as defined in RCW 28B.50.536 and chapter 131-48 WAC.
   2. The study is part of a program of instruction defined by a certificated employee who evaluates the student's progress in that program.
   3. The student is making progress in the program.
   4. The study is not counted as work training experience per No. 4. below.
   5. Combined individual study time and scheduled study time per No. 2. above claimed in determining the student's full-time equivalent per WAC 392-122- 225 do not exceed two hours per day.
4. Worksite learning meeting the requirements of WAC 392-410-315 will be reported in a student’s full-time equivalent enrollment as defined in WAC 392- 121-124.

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.

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district cannot elect to report a full-time resident student who is confined and receiving all educational services at a state institution on the monthly count day on Forms P-223 and P-223H to generate basic education and special education funding instead of institutional education funding. A full-time student at a state institution must be reported solely on Form E-672.

Students confined to a state institution on count day that may be receiving educational services at both the state institution and the district, and with the permission of the state institution may be claimed as a partial FTE on Forms E- 672 and P-223, but the combined FTE cannot exceed 1.00. A part-time confined student cannot be claimed on Form P-223H.

Institutions, districts, or other education providers must work together to ensure that enrollment reporting is in compliance with WAC 392-121-107 and 392-122-

221. To ensure that students are not reported both for institution education funding, and for basic education and special education funding, state institutions will notify districts or other education providers when they have claimed a student on their Form E-672. LEAs must revise their Forms P-223 and P-223H removing the student’s enrollment.

Enrollment reporting on Forms P-223 and P-223H should not resume for such a student until the student returns to the LEA.

For TBIP and Exited TBIP only, a student who qualifies to be claimed for this funding can be reported on an LEA’s P223 in the TBIP and Exited TBIP fields only.

**References**

* Refer to the School Apportionment and Financial Services Annual Enrollment Bulletin for instructions related to other enrollment reporting.
* Questions may be directed to **Becky McLean,** School Apportionment and Financial Services, 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 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:** For county juvenile detention centers only, students whose residence or living accommodations are not at the institution, but the court requires that they attend the day reporting school. These students must meet the standard of “confined” in accordance with RCW 13.40.020, in physical custody of the court, are on the institution grounds for education pursuits, due to a court order which requires attendance at day reporting, not on probation, and not previously confined and completing the school term.

**Mentally Ill Offender Unit Students:** Students residing at a state long-term juvenile institution and housed in a mentally ill offender unit.

**Columns A–F:** All counts are as of the monthly count date and are included in the respective Totals 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. For Community Facilities and Day Reporting educational programs, institutional education services may only be conducted on-site at the institution facility.

**Columns E and F:** Enter the headcount and FTE of students housed in a mentally ill offender unit. This headcount and FTE should be included in Columns A–D and reported discretely again in Columns E and F.

**Certification:** Sign and date the completed Form E-672.

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| **REPORT OF FINAL HOME AND HOSPITAL (HH) SERVICES** |  |  |  |
| (See reverse side for instructions) |  |  |  |



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| --- | --- | --- | --- | --- |
| SERVING LOCAL EDUCATION AGENCY (LEA) NAME | COUNTY NAME | SERVING LEA NO. | ESD NO. | YEAR  **2023–24** |

|  |  |
| --- | --- |
| **HOME AND HOSPITAL (HH) SERVICES** | **Total Actual Weeks of HH** 1  (rounded to the nearest tenth) |
| A. **HH provided at home:** For students enrolled in the LEA who are receiving HH services at sites with a single student (such as the student’s home). |  |
| B. **HH provided at a hospital:** For students enrolled in the LEA who are receiving HH services at sites such as in a children’s ward of a hospital or a residential treatment center. |  |
| 1 Actual weeks of HH services is calculated as:   * The number of **eligible school days** divided by five, rounded to the nearest tenth. * The number of **eligible school days** is the number of school days between the start date the student was both eligible and received services and the end date the student was both eligible and received services.   See the reverse side for complete calculation steps. | |
| **CERTIFICATION** | |
| I hereby certify that all students reflected in this report are properly enrolled students, that conversions to weeks of attendance are in accordance with instructions, and that student records and other pertinent documents are readily available for audit.  **Acknowledged:** | |
| ORIGINAL SIGNATURE OF LEA SUPERINTENDENT OR AUTHORIZED OFFICIAL DATE | |

FORM SPI E-525 (Rev. 8/2023)

##### INSTRUCTIONS FOR COMPLETING FORM SPI E-525

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| **GENERAL INSTRUCTIONS** |  | **DETAILED INSTRUCTIONS** |

**Who Should Complete Form E-525?**

LEAs claiming funding for home and hospital (HH) services provided to students as defined in WAC 392-172A-02100 should complete Form E- 525.

**Due Date and Routing of Form E-525**

Form E-525 is not part of the electronic enrollment reporting system and should be submitted at the end of the school year on paper.

LEAs complete one Form E-525. Emailed signed forms to OSPI, at [SAFSEnrollment@k12.wa.us,](mailto:SAFSEnrollment@k12.wa.us) by **July 15, 2024.**

**Purpose**

Reported E-525 attendance will determine final HH allocations included in the July 2024 apportionment calculation. HH allocations appear on Line B of Report 1191SE.

Prior to OSPI receiving Form E-525, HH allocation is paid based on a projected HH amount submitted in the annual F-203. HH services including eligible summer HH received after the published August deadline will be included in scheduled end-of-year adjustments to apportionment.

HH allocations are made in two categories. The distinguishing factor is related to economies of scale for mileage.

Each reported week of HH services on Line A generates $60, and each reported week of attendance reported on Line B generates $55 in HH program allocations.

**Limitations on Enrollment Counts**

* Refer to Student Engagement and Support/Special Education’s annual home hospital bulletin for program procedures.
* Students reported for HH services can be claimed for two additional monthly count days after their last day of attendance at school on Form P-223 for Basic Education funding, provided that the student returns to school prior to the end of the school year.
* Students reported for HH services but qualifying for Special Education funding can be claimed on the monthly Form P-223H provided that they receive special education services in the prior month.
* See WAC 392-122-140 and WAC 392-172A-02100 for fiscal eligibility requirements for HH funding.

**References**

* Annual Enrollment Bulletin available online at OSPI’s [Bulletin webpage.](https://www.k12.wa.us/bulletinsmemos)
* Questions may be directed to **Becky McLean,** School Apportionment and Financial Services, at **360-725-6306.**

Enter the LEA name, county, LEA number, ESD number, and report month in the boxes provided.

**Line A**

Report, to the nearest tenth, the total number of HH service weeks provided at sites with a single enrolled student, such as the student’s home. Calculate weeks of HH services as described below. Do not include students reported on Line B.

Each such week of HH services generates $60 in HH program allocations.

**Line B**

Report, to the nearest tenth, the total number of HH service weeks provided at sites such as a children’s ward of a hospital or a residential treatment center. Calculate weeks of HH services as described below. Do not include students reported on Line A.

Each such week of HH services generates $55 in HH program allocations.

**Weeks of HH Calculations**

Total weeks of HH is calculated in the following method:

1. Determine the first regularly scheduled school day on which the student was both eligible for HH services and began to receive HH services.
2. Determine the last regularly scheduled school day on which the student was both eligible for HH services and received HH services.
3. Count the number of regularly scheduled school days the student did not attend, as defined in WAC 392-121-033, between the dates determined in Nos. 1. and 2.
4. Divide the number of days in No. 3. by five to determine weeks of HH.
5. Use the lesser of weeks in No. 4. or 18. Total weeks of HH for any individual may not exceed 18.
6. Total the number of weeks for each category for both Line A and B.

**Certification**

Provide an original signature and date the completed Form E-525.

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|  | ESD | CO | DIST |
| **REPORT OF STUDENTS RESIDING IN NONHIGH DISTRICTS AND ENROLLED IN HIGH DISTRICTS** |  |  |  |
| **(**See reverse side for instructions) |  |  |  |



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| --- | --- | --- | --- |
| HIGH DISTRICT NAME | COUNTY NUMBER | HIGH DISTRICT NO. | ESD NO. |
| NONHIGH DISTRICT NAME | COUNTY NUMBER | NONHIGH DISTRICT NO. | ESD NO. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **HIGH DISTRICT ENROLLMENT** | | | | | | Actual 2023–24 AAFTE | Estimated 2024–25 AAFTE |
| **Total AAFTE from Nonhigh District Listed Below** | | | | | |  |  |
| Name of Student | Grade | Home Address | 2023–24  Start Date | | 2023–24  End Date |  |  |
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| (Attach additional pages as needed.) | | | | | | | |
| **CERTIFICATION** | | | | | | | |
| We hereby certify that all students reflected in this report are properly enrolled students in the high district and are residents of the nonhigh district, that conversions to AAFTEs are in accordance with instructions, and that student records and other pertinent documents are readily available for audit. | | | | **ESD certifies all entries and revisions reflect the final agreement of both the nonhigh and the high district:** | | | |
| ORIGINAL SIGNATURE OF SERVING HIGH DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL DATE | | | | ORIGINAL SIGNATURE OF EDUCATIONAL SERVICE DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL | | | |
| ORIGINAL SIGNATURE OF NONHIGH DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL DATE | | | |

FORM SPI P-213 (Rev. 8/2023)

##### INSTRUCTIONS FOR COMPLETING FORM SPI P-213

**Who Should Complete Form P-213?**

**GENERAL INSTRUCTIONS**

Any high district enrolling students residing in a nonhigh district as defined in chapter 28A.545 RCW completes this form. Nonhigh districts sending students to high districts must review and sign forms initiated by high districts.

**Due Date and Routing of Form P-213**

Form P-213 is not part of the electronic enrollment reporting system and should be submitted on paper.

**References**

* + Annual Enrollment Bulletin available online at OSPI’s [Bulletin webpage.](https://www.k12.wa.us/bulletinsmemos)
  + See RCW 84.52.0531 and WAC 392-139-340 for details about levy authority transfers.
  + See chapter 28A.545 RCW and chapter 392-132 WAC for details about nonhigh payments to high districts.
  + Reported nonhigh enrollment is summarized on Report F-483.

**Due at ESD**

High Districts June 25, 2024

Nonhigh Districts July 9, 2024 Completed reports are due at OSPI July 26, 2024.

1. High districts will:
   1. Complete **a separate Form P-213 for each nonhigh district served.**
   2. Send signed form(s) to the high district’s educational service district (ESD) by June 25, 2024.
2. ESDs forward each Form P-213 to the appropriate nonhigh district for input and a concurring signature.
3. Nonhigh districts will:
   1. Review and sign the form.
   2. Return it to the high district’s ESD by July 9, 2024.
4. ESDs willl:
   1. Facilitate Form P-213 process so that both districts reach agreement on the accuracy of the data before it is submitted to OSPI.
   2. Make copies of the final report form for distribution to high districts and nonhigh districts.
   3. Send scanned forms to [SAFSEnrollment@k12.wa.us,](mailto:SAFSEnrollment@k12.wa.us) by July 26, 2024.

**Purpose**

P-213 enrollment is used to calculate payments from nonhigh districts to high districts. Levy authority transfers from high districts to nonhigh districts and eligibility for local effort assistance may be affected.

**Limitations on Enrollment Counts**

All enrollment included on Form P-213 is subject to the following limitations:

1. Students must reside within the boundaries of the nonhigh district. The students must be in a grade that the nonhigh district does not conduct, they must be eligible for that grade, and they must not previously have successfully completed that grade. Include special education and vocational students from the nonhigh district. Include middle school and junior high grades if they otherwise meet the criteria.
2. Running Start students are included only if they are also attending the high school. Report only the AAFTE enrollment at the high school. Do not include the Running Start AAFTE.
3. Enrollment in an Open Doors or skill center program should not be included.
4. A student enrolled full-time (1,665 weekly minutes) for 10 months (September–June) is 1.00 AAFTE. A student enrolled less than 1,665 weekly minutes for 10 months is reported as a partial AAFTE. For example: A student enrolled full-time for three months is counted as 0.30 AAFTE (3 ÷ 10). A student enrolled two daily hours each day of the week or 600 weekly minutes for 10 months is counted as 0.36 AAFTE (600 ÷ 1665).

Enter the high district and nonhigh district names, county numbers, school district numbers, and ESD numbers in the spaces provided.

**DETAILED INSTRUCTIONS**

**Totals**

Under “Actual 2023–24 AAFTE,” enter the AAFTE of students residing in the nonhigh district and enrolled in the high district during the 2023–24 school year.

Under “Estimated 2024–25 AAFTE,” enter the estimated enrollment for the 2024–25 school year.

**Details**

List information for each nonhigh student attending the high district. Identify each student separately by name, grade, and home address. Show current school year starting and departure dates if different from the beginning and ending date of school. Report actual AAFTE for each 2023–24 student. Report estimated AAFTE for each 2024–25 student. Include middle school and junior high students if they otherwise meet the criteria.

**Cross-Reference**

The AAFTE reported for a student should be the same as the AAFTE reported by the high district on Form P-223 during the school year. Total AAFTE counts should equal the sum of AAFTE for each student.

**Certification**

Provide an original signature and date the completed Form P-213.

If any student is added or subtracted from the form, the ESD is responsible to verify the changes have been approved by both the Nonhigh and the High District.

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