August 12, 2019 ( ) Action Required

( X ) Informational

BULLETIN NO. 053-19 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents

School District Superintendents

School District Business Managers

Public Charter Schools

Tribal Compact Schools

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2019–20 Enrollment Reporting Handbook

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 provides notice that the updated 2018–19 Enrollment Reporting Handbook is available and is an attachment to this bulletin. This handbook provides school districts, educational service districts (ESDs), charter schools, tribal compact schools, and other users with a reference manual and the forms for reporting enrollment to School Apportionment and Financial Services (SAFS) at the Office of Superintendent of Public Instruction (OSPI).

**CHANGES FOR THE 2019–20 SCHOOL YEAR**

Open Doors Enrollment Reported at the School Level

Beginning with the 2019–20 school year, Open Doors headcount and Full-Time Equivalent (FTE) will be reported at the school level in the Education Data System (EDS) NEW Enrollment application.

Some Local Education Agencies (LEA) may have a unique school for their Open Doors program which is where this enrollment should be reported. However, if an LEA does not have a school created for their Open Doors program, they should choose an existing school and report the Open Doors enrollment there consistently for the entire school year.

**HOW REPORTED ENROLLMENT IS USED**

Enrollment reported to OSPI is used to determine state funding for basic education, special

Education, Transitional Bilingual Instructional Program (TBIP), Exited TBIP, vocational, skill center, highly capable, learning assistance, Running Start, and Open Doors Youth Reengagement programs. Additionally, a variety of other state and federal grants and programs use enrollment data to determine allocations or funding eligibility.

**ENROLLMENT REPORTING HANDBOOK AND UPDATES**

The 2019–20 Enrollment Reporting Handbook and individual enrollment reporting forms are available on the SAFS Enrollment Reporting [website](https://www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting). Any corrections and updates during the school year will be posted to this website.

**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.

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Attachment: 2019–20 Enrollment Reporting Handbook

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