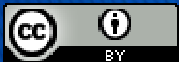


WASBO

# Hot Topics Enrollment Reporting

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2017 Annual Conference, Spokane WA

# Agenda

- Change to the FTE formula for 2018–19 School Year
- NEW Enrollment Application Review
- College in the High School (CHS) Subsidies
- Work Based Learning (WBL) Enrollment Reporting
- Options for Claiming Suspended and Expelled Students



# For 2018–19 School Year, Changes to FTE Calculation

- The 2016–18 Biennial Budget requires:
  - “The office of superintendent of public instruction shall align the agency rules defining a full-time equivalent student with the increase in the minimum instructional hours under RCW 28A.150.220, as amended by the legislature in 2014.”
- **No changes for the 2017–18 school year.**
- OSPI will file a WAC revision that will change the FTE calculation to 1,000 annual hours for all grades beginning with 2018–19 school year.
- Currently, FTE is based on 720 annual hours for grades K–3 and 900 annual hours for grades 4–12.
- Public hearing on the WAC change should occur sometime this summer.



# For 2018–19 School Year, Changes to FTE Calculation

*continues*

- What does this mean?

	From		To
	For Gr K–3	For Gr 4–12	For All Grades
Daily Hours	4 hours	5 hours	5 hours & 33 minutes
Daily Minutes	240 minutes	300 minutes	333 minutes
Weekly Hours	20 hours	25 hours	27 hours & 45 minutes
Weekly Minutes	1,200 minutes	1,500 minutes	1,665 minutes

- For example:

- A 1–hour high school class changes from 0.20 FTE to 0.18 FTE.
- A 90–minute high school class changes from 0.30 FTE to 0.27 FTE.
- A 1<sup>st</sup> grader enrolled for 2 daily hours changes from 0.50 FTE to 0.36 FTE.
- A 4<sup>th</sup> grader enrolled for 3 daily hours changes from 0.60 FTE to 0.54 FTE.



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# For 2018–19 School Year, Changes to FTE Calculation

*continues*

- What will change?
  - Summer and Ancillary Services AAFTE will be based on 1,000 hours for all grades.
  - Open Doors program must offer 1,000 annual instructional hours.
  - ALE Written Student Learning Plans must increase estimated hours of learning.
  - No change to Running Start FTE formula. 15 college credits continue to equal 1.0 FTE.
  - No change to Work Based Learning calculation.
- Effects to Super FTEs:
  - Super FTEs are not expected to change.
  - However, students will need to attend more hours to reach the Super FTE limitation.
  - In some cases, a Running Start student may qualify for an additional 1 college credit.



# Updates on NEW Enrollment Application

- For May 2017 count, the OLD Enrollment was eliminated.
- Background:
  - Beginning with the September 2016 count, all reporting entities were required to report their student enrollment in two separate enrollment applications – OLD (District Level) and NEW (School Level).
  - Once the NEW Enrollment programming was completed and once OSPI determined that the data quality reported in the NEW Enrollment was suffice for funding, the OLD Enrollment would be eliminated.
- What does this mean?
  - Funding for the May apportionment will be based on the enrollment reported in the NEW application, including apportionment's June K–3 Compliance calculation.
  - OLD P223 and P223H are not required for May.
  - Revisions to prior months in the OLD Enrollment do not need to be done.



# Updates on NEW Enrollment Application

- What does this mean (*continues*)?
  - OLD/NEW Comparison Tool was updated for the last time on May 1<sup>st</sup>.
    - Any remaining discrepancies that appear to be related to the NEW Enrollment, will be included in the monthly “Enrollment Edits” emails.
    - OSPI will watch for corrections or confirmation from districts that no corrections are needed.
  - SAFS ALE reporting will continue.
  - K–3 Class Size reporting will continue.
- NEW Enrollment guidance and instruction is posted here:  
[http://www.k12.wa.us/safs/INS/ENR/1617/User\\_Guide\\_School\\_Level\\_Reporting.docx](http://www.k12.wa.us/safs/INS/ENR/1617/User_Guide_School_Level_Reporting.docx).



# Available Schools

- Districts will have access to their schools listed in the EDS Education Directory.
- To request a new school number or close an existing school for the 2017–18 school year, follow the process outlined in the annual bulletin. For the 2016–17 school year, the bulletin number was #018-16.
- There is no requirement to report enrollment at each district school.





# Rules for Reporting Headcount (HC)

- Limitations:
  - Only one district can claim a student's headcount in the following fields:
    - Special Ed P223H
    - TBIP
    - Exited TBIP
  - For remaining headcount fields, no district can claim a student's headcount more than once.
- Open Doors students who are eligible to be claimed as special ed or TBIP funding, are reported at a school.



# Rules for Reporting Headcount (HC)

*continues*

- What school to report a student's HC?
  - For the following fields, the district that qualifies to claim the student's HC would report at the school that is marked "IsPrimary" for CEDARS:
    - Special Ed HC. For students not reported to CEDARS (Birth–2), district determines the school.
    - TBIP HC
    - Exited TBIP HC
  - For the following fields, report students' HC at the school where the student is marked as "IsPrimary" for CEDARS:
    - Total K–12 HC
    - Running Start HC
    - Running Start Only HC
  - ALE HC is reported at the school where the student attends ALE.
  - High Poverty HC is reported at an HP school.
  - Remote and Necessary HC is reported at an RN school.



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# Rules for Reporting FTE

- A student's FTE is reported at the school where the student attends.
- Running Start FTE is reported at the student's primary school.
- However, remember that no student can exceed the FTE limitation pursuant to WAC 392-121-136. Students enrolled in more than one school in a district must have their FTE adjusted to ensure that they do not exceed this FTE limitation.

**IMPORTANT** regarding the NEW Enrollment.

- At any school, the FTE can exceed HC.
- However, a district's Total FTE cannot exceed HC.



## Examples for Reporting HC and FTE

#1: Student attends a traditional elementary school which is an HP school for a 0.60 FTE, eligible to be claimed for TBIP, and where he is reported as “IsPrimary.” Then he is enrolled in an ALE program for a 0.40 FTE. How is the student’s enrollment reported?

	K-12 HC	K-12 FTE	ALE HC	ALE FTE	HP HC	HP FTE	TBIP
Traditional Elementary School	1	0.60			1	0.60	1
ALE School		0.40	1	0.40			

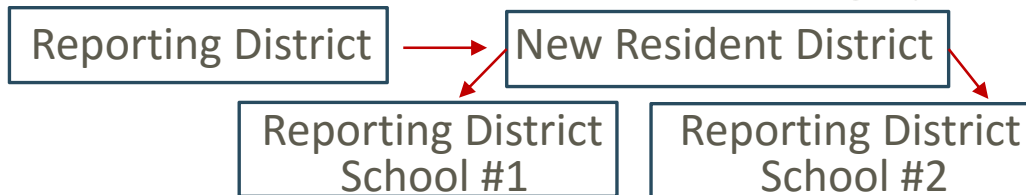
#2: Student attends a high school for a 0.40 FTE, attends the district’s skill center for a 0.60 FTE, attends Running Start for a 0.60 FTE, and receives special ed services. Student is marked “Is Primary” at the high school. How is the student’s enrollment reported?

	K-12 HC	K-12 FTE	SC FTE	RS HC	RS FTE	SPED HC
High School School	1	0.40		1	0.60	1
Skill Center School		0.60	0.60			



## Manage Resident Districts

- When adding a new Resident District, relationships must be established with a district school.
- Refer to the User Guide for instructions on setting up new Resident Districts.



## Inputting Enrollment Data

There are three methods to input enrollment data.

1. Manual Input.
2. Upload a TXT file through the EDS WEB Tool. OSPI is working on a tool that will help districts complete a TXT file. May be the solution to the slowness issue when using Method #1.
3. Upload through an FTP Process – directly from the student information system into EDS.



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# Validations and Edits

- When submitting files, districts run their Validations and Edits which checks enrollment data accuracy.
- About Validations
  - Validations make sure that the current month's enrollment numbers pass the enrollment reporting rules.
  - Validations are run on the P223 and P223S. No Validations on the P223H and P240.
  - Examples of Validations:
    - For each grade, Total K–12 FTE cannot exceed Total K–12 HC for any district.
    - For each grade and at any school, ALE FTE cannot exceed the Total K–12 FTE.
    - A district not approved to report Skill Center or Open Doors enrollment cannot report such enrollment.
    - Running Start enrollment cannot be reported for September.



# Validations and Edits

*continues*

## ■ About Edits

- Edits compare the current file against the prior month's "Accepted by OSPI" file and warns when the data has significantly changed.
- Edits are run on the P223 and P223H for every month except September, July, and August.
- Edits are comparing district total enrollment – not enrollment per school.
- The following tests occur when Edits are run:
  - First Test checks the number difference between months. If the difference is more or less than 5 for the P223 and 3 for the P223H, then proceed to Second Test. If not, no Edit occurs.
  - Second Test checks to see if the number difference is more or less than 10%. If so, an Edit occurs. If not, no Edit occurs.
- When Edits occur, the data must be checked and either corrected or a comment submitted detailing why the data is correct.



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# Enrollment Reports

- Enrollment reports are run at a district level only.
- No school level reports are created. The Extract provides the school level data.
- The following reports are available in the NEW Enrollment:
  - 1251 – FTE Summary
  - 1251H – HC Summary
  - 1735T – Special Ed District Summary
  - 1251RN – Remote/Necessary Summary
  - 1251SR – Serving District FTE by Resident District
  - 1251HSR – Serving District HC by Resident District
  - 1735SR – Serving District Special Ed by Resident District
  - 1251RS – Resident District FTE by Serving District – **NEW**
  - 1735RS – Resident District Special Ed by Serving District – **NEW**





# Data Extract

- Districts can run their data extract – creating an Excel spreadsheet of the enrollment reported.
- Extracts provides a way to see School Level detail.
- Use the Filter function to look up rows.
- Use Pivot Table function to create the school level reports needed.
- Extracts can be run:
  - For a specific month or the entire school year.
  - For the data that is “Accepted by OSPI” status or data that is in the most recent non-“Accepted by OSPI” file.
  - For the district level or at the school level.

Select Org OLD Enrollment NEW Enrollment F-195 F-19

List Enrollment Reports Manage Resident Districts **Extract**

### School Apportionment and Financial Services (S)

#### Download Extract

Select a month, year, and if you want to include Non Standard, then cl

2016-2017 ▾

March ▾

Only Approved by OSPI

Include Cumulative Months

School Level

Include Non-Standard

Download Spreadsheet



# Overview of State Funded College in the High School (CHS) Subsidies

- E2SHB 1546 passed in 2015 provided state funded CHS subsidies to pay the dual credit fee for specific students enrolled in CHS courses.
- Subsidies will be allocated \$65 per college quarter credit.
- Washington State University semester credits are converted to quarter credits by multiplying semester credits by 1.5 and rounding up to the nearest whole number.
- Qualifying colleges are those referenced in RCW 28B.10.016 and also includes public tribal colleges.



# State Funded CHS Subsidies Priority

- Subsidies were to be awarded based on the following priority:
  - Tier 1 – High schools that are or students that live 20 miles or more from a college that offers Running Start.
  - Tier 2 – High schools that receive small high school funding.
  - Tier 3 – Remaining high schools ranked by their 9<sup>th</sup> through 12<sup>th</sup> grade FRPL percentages.
- For Tiers 1 and 2, any 11<sup>th</sup> or 12<sup>th</sup> grade student enrolled in CHS courses would be qualify for up to 10 college credits per school year.
- For Tier 3, 11<sup>th</sup> or 12<sup>th</sup> grade FRPL eligible students would be qualify for 5 college credits per school year.



# Specific Information Regarding CHS Subsidies for 2017–18 and 2016–17

- For 2017–18 school year:
  - State Funded CHS subsidies are expected to be available for the 2017–18 school year.
  - iGrant FP 732 used to apply for the 2017–18 CHS subsidies was launched May 1, 2017.
  - Change for next year: the CHS course must be the college course name.
  - Deadline to submit your FP 732 is July 1, 2017.
  - Once the 2017–18 CHS subsidies allocation is provided in the 2017–19 Biennial budget, OSPI will determine which districts will qualify for the CHS Subsidies.
  - Districts will be notified as soon as possible.
- For 2016–17 school year:
  - Districts request payment of the subsidies by submitting a Request for Payment of the CHS Subsidies form after the class is completed and grades are posted.
  - Deadline to submit this form is July 15, 2017.



# Work Based Learning (WBL) Enrollment Reporting

- WBL opportunities can be claimed for **Basic Ed state funding** when:
  - A student's WBL experience earns additional credit.
  - There is a completed learning plan.
  - There is an agreement between the district and the workplace, and
  - Student has participated in a program orientation.
- WBL opportunities can be claimed for **CTE enhanced funding** when:
  - The WSL is a state-approved vocational class, and
  - The instructor who is either teaching or coordinating the WSL has a valid vocational endorsement for the subject area.
- WBL opportunities can be claimed for **Skill Center enhanced funding** when:
  - The WBL is a preparatory and part of a state-approved skill center course, and
  - The instructor who is either teaching or coordinating the WBL has a valid skill center endorsement for the subject area.
- WBL done through an **Open Doors program** cannot be claimed as an additional FTE or reported for enhanced CTE funding.
- WBL done in association with an **ALE class** can generate enhanced CTE funding.



## Types of WBL

- WBL can be either cooperative or instructional.
- Cooperative WBL is one that is:
  - Coordinated by an instructional staff,
  - Typically an employer/employee relationship, and
  - Could include salary for the student.
- Instructional WBL is one that is taught by an instructional staff.

## Limitation on the Amount of Claimable Hours

- No more than 360 hours of cooperative WBL for each 1 credit awarded.
- No more than 180 hours of instructional WBL for each 1 credit awarded.



# Calculating WBL as an FTE

- Depending on the type of WBL, FTE for WBL is calculated as follows:
  - Cooperative – divide the monthly actual hours by 200.
  - Instructional – divide the monthly actual hours by 100.
- WBL FTE is reported monthly for the month that the WBL occurred. Will require revising that month's P223.
- For example:
  - Student had 40 hours of **cooperative** WBL in January. The FTE is 0.20 ( $40 \div 200$ ). The available FTE should be reported on the January P223.
  - Student had 40 hours of **instructional** WBL in October. The FTE is 0.40 ( $40 \div 100$ ). The available FTE should be reported on the October P223.



# Understanding the FTE Limitation as It Applies to WBL

When claiming WBL hours, a student cannot exceed the allowable FTE limitation.

- High school WBL:
  - A student cannot be claimed for more than a 1.0 FTE in any month for Basic Ed funding (K–12 FTE field). WBL hours may not be able to be claimed if the student is already claimed as a 1.0 FTE for his high school enrollment.
  - If the WBL qualifies for CTE enhanced funding, the WBL hours may be included in the 9–12 Vocational FTE field, provided the student does not exceed the 1.0 FTE in this field.
- Skill Center WBL:
  - A student cannot be claimed for more than a 1.0 FTE by a skill center – for both the Basic Ed funding (K–12 FTE field) and for Skill Center enhanced funding (Skill Center FTE field).
  - When enrolled in both a high school and skill center, a student cannot be claimed for more than a combined 1.60 FTE.
  - WBL hours can be claimed provided the student does not exceed these limitations in any month.





# Claiming Suspended and Expelled Students

- 2016 HB 1541 requires districts to provide educational services for students who have been suspended or expelled as soon as reasonably possible and comparable, equitable, and appropriate to the regular education the student received prior to being suspended or expelled.
- As a result, WAC 392-121-108 – Enrollment Exclusion has been revised to remove the prohibition to claim suspended or expelled students for state funding.
- However, the 20 days of consecutive absence school days remains an exclusion.
- Therefore, a student who has been suspended or expelled but who has not received education services within 20 school days of the monthly count day, cannot be claimed.



# Claiming Suspended and Expelled Students

*continues*

Some options for these students:

- Enrollment in an ALE program. FTE is based on the estimated hours in a Written Student Learning Plan.
- Alternative classroom setting where student attends classes outside of the school. FTE is based on the student's enrolled weekly minutes in the alternative classroom setting.
- Enrollment in an Open Doors program.
- Agreement in place with the parents that the student will continue his education progress while temporarily absent from home.
  - Student can be claimed for two monthly count days but must return to school prior to the end of the school year.
  - Caution should be taken to make sure this option meets the comparable, equitable, and appropriate requirements.



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# Resources for Enrollment Reporting

- 2016–17 Enrollment Reporting Handbook found here:  
<http://www.k12.wa.us/safs/INS/ENR/1617/eh.asp>.
- 2017–18 Enrollment Reporting Handbook should be available early August.
- Becky McLean, OSPI
  - 360-725-6306
  - becky.mclean@k12.wa.us



# Questions ?



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