July 9, 2018 ( X ) Action Required

( X ) Informational

BULLETIN NO. 065-18 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: 2018–19 Enrollment Reporting Handbook

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding

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**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 2018–19 school year**

1. Change to the Full-Time Equivalent (FTE) Calculation

Beginning with the September 2018 count, the FTE calculation will change. For all grades, 1,665 weekly minutes (or 27 hours and 45 minutes) will equal 1.00 FTE.

**What Types of Enrollment Are Affected by This Change**

* Seat-time Enrollment: FTE for students enrolled in seat-time instruction is based on total weekly enrolled minutes in a classroom and could include allowable passing time and/or recess, but would exclude time for meals. For students whose FTE is claimed based on each class period’s FTE, the school’s bell schedules should be reviewed and the FTE for each period recalculated based on 1,665 weekly minutes. For students whose FTE is claimed based on the percentage of weekly time enrolled in school and not based on their

enrolled classes, the student’s FTE would need to be recalculated for the 2018–19 school year.

* Alternative Learning Experience (ALE): ALE programs will need to increase their student’s estimated weekly minutes of learning in the written student learning plans if they plan to claim the same FTE they have done for the 2017–18 school year.
* Open Doors Enrollment: Open Doors programs are required to provide 1,000 annual instructional hours beginning with the 2018–19 school year.
* Nonstandard School Year Enrollment: Beginning with summer 2019, a student’s summer enrollment will be based on the enrolled summer hours divided by 1,000.

**What Does Not Change**

* Running Start Enrollment: Running Start FTE will continue to be based on 15 enrolled college credits.
* Work-Based Learning (WBL): FTE claimed for WBL will remain based on 100 hours for instructional WBL and 200 hours for cooperative WBL.
* FTE Limitation when Enrolled in Running Start and High School or Skill Center and High School:
* Students enrolled in both Running Start and high school can continue to be claimed monthly up to a combined 1.20 FTE. However, neither the college nor the high school can claim a student for more than a 1.0 FTE.
* Students enrolled in both a Skill Center and high school can continue to be claimed monthly up to a combined 1.60 FTE. However, neither the Skill Center nor the high school can claim a student for more than a 1.0 FTE.

**HOW REPORTED ENROLLMENT IS USED**

Enrollment reported to OSPI is used to determine state funding for basic education, special education, 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 2018–19 Enrollment Reporting Handbook and individual enrollment reporting forms are available on the SAFS website under Instructions, Enrollment Reporting, and at OSPI’s 2018–19 link at [2018-19 Enrollment Reporting website](http://www.k12.wa.us/safs/INS/ENR/1819/eh.asp). 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 OSPI’s [Bulletins](http://www.k12.wa.us/BulletinsMemos/bulletins2018.aspx) website.

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Attachment: 2018–19 Enrollment Reporting Handbook

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