



Enrollment 101

Enrollment 101

Becky McLean
Office of Superintendent of Public Instruction (OSPI)
Program Supervisor, Enrollment Reporting & Categorical Funding
becky.mclean@k12.wa.us



Agenda

- Updates for the 2022-23 School Year
- Calculating FTE Tool
- Basics of Enrollment Reporting



Continuous Learning 2.0+ (CL2.0+)

- CL2.0+ instructional funding model is expected to be allowed for the 2022-23 school year.
- Rules may change. Look for more information on this soon.
- To review 2021-22 CL2.0+ rules, refer to Bulletin # [034-21](#) which said:
 - CL2.0+ may include daily scheduled on-campus instructional activities or off-campus synchronous online instruction. Asynchronous instruction cannot exceed a maximum of 30% of daily scheduled instructional time.
 - Synchronous online learning means scheduled real-time instruction between the student and a certificated teacher or a district staff supervised by a certificated teacher that provides opportunities for live two-way interactive communication.
 - Asynchronous learning means instruction prepared by a certificated teacher that occurs away from the physical school setting without two-way interactive communication.
 - Student FTE for CL2.0+ is based on the enrolled weekly minutes according to a published schedule.



Transitional Kindergarten (TK)

- Governor vetoed Section 504(12)(b) that would have capped TK enrollment to 2021-22 numbers.
- Keep in mind that this is an area where we could see changes in the future.
- To review:
 - TK is a kindergarten program for students that are under the age of five as of September 1, do not have access to high-quality early learning experiences prior to kindergarten, and have been deemed by a LEA, through a screening process and/or other instrument(s), to be in need of additional preparation to be successful in kindergarten the following year.
 - TK programs must document their processes for undertaking the TK requirements of coordinated recruitment and enrolling students. For more information on all TK requirements, refer to the [OSPI Transitional Kindergarten](#) webpage.
 - For P-223, TK students are reported under the grade kindergarten.
 - For P-223H, TK students who are eligible to be claimed for special ed funding are reported in either the K-21 Tier 1 or K-21 Other Tier categories.



Transition Recovery Services for Students with Disabilities over Age 21

- The 2022 Supplemental Budget (Section 509(12)) provides funding for transition recovery services for students with disabilities who are 21 years old at the beginning of the school year.
- Funding continues for these services for the 2022-23 school year.
 - Method and rates may change depending on available funds.
 - More information will be available over the summer.
- For more information on this, see Q&A posted [HERE](#).
- These students are no longer eligible to be claimed for state basic or special education funding and cannot be included on an LEA's monthly P-223 or P-223H.
- Enrollment for eligible students will be collected through this OSPI [Smartsheet tool](#).



Calculating FTE Tool

- Often I'm asked to calculate a school's FTE.
 - Not an appropriate role for OSPI
 - Concerned that schools are wanting "OSPI approval" on their FTE
 - If changes are made to bell schedule, districts need to revise their FTE calculating
 - Very time consuming
- SAFS has developed a tool that districts can use to calculate their school's FTE based on their published schedule.
- Tool is posted here: <https://www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting>.



Rules for Claiming FTE

For schools where students move between classes (i.e.; middle and high schools), FTE is based on the bell schedules.

- Look at a weekly schedule – include any regular late starts or early releases.
 - “Regular” means occurring at least once every two weeks.
 - If late starts or early releases occur every other week, you would need to calculate FTE based on a two week schedule and using 3,330 (1,665 x 2) minutes.
- Passing time:
 - For every 50 minutes of instruction, up to 10 minutes of actual passing time can be claimed – 20% of total instruction.
 - Before and after school passing can be claimed if students and busses are expected to arrive before or remain at school during the passing time and passing time is part of a published school schedule.
 - Time for meals cannot be claimed as passing time.



Rules for Claiming FTE *continues*

- Advisory time can be claimed as unused passing time and applied proportionately to the other daily classes provided:
 - Advisory is supervised by a teacher,
 - All students at school are expected to attend,
 - Attendance is taken, and
 - Credit is not awarded for the advisory time.
 - Total passing time that day does not exceed 20% of the instructional time.



Basics of Enrollment Reporting



Why is Enrollment Reporting Important?

- Monthly enrollment drives school funding.
- How enrollment is reported can affect district's funding.
- Mistakes in reporting can result in audit findings.
- Data used for forecasting future enrollment and the state's funding obligations.
- High interest area with the public and Legislature.



Resources for Enrollment Reporting

- Enrollment Reporting Handbook is available on the [Enrollment Reporting Instruction website](#).
 - 2021-22 Enrollment Reporting Handbook is available now.
 - 2022-23 Enrollment Reporting Handbook will be available most likely by August 2022.
- Enrollment Reporting Applications User Guide available on [Enrollment Reporting Instruction website](#) provides instructions on how to navigate:
 - NEW Enrollment (P223/P223H) application
 - K-3 Class Size application
 - SAFS ALE application
- ESD enrollment contact
- Rules regarding enrollment found in WAC 392-121-106 through -188.
- Becky McLean, OSPI
 - 360-725-6306
 - becky.mclean@k12.wa.us



2020-21 State Summary Average Per Funding Levels as of July 2021

	Annual Allocation	
Basic Education	\$9,343	Per AAFTE
Special Education	\$8,871	Per Average Headcount
Enhanced MS CTE	\$1,336	Per AAFTE
Enhanced HS CTE	\$1,333	Per AAFTE
Enhanced Skill Center	\$2,227	Per AAFTE
TBIP	\$1,539	Per Average Headcount
Exited TBIP	\$847	Per Average Headcount



Enrolled Student

- Resident of district or attending pursuant to:
 - Choice transfer
 - Interdistrict agreement
- Under 21 years of age before September 1st for the new school year.
- Enrolled on or before the monthly count day.
- Participated in a course of study on or before the monthly count day.
- Does not meet any enrollment exclusions.



Count Day

- A Snapshot.
- Count date is:
 - 4th school day in September.
 - 1st school day of October through June. For Open Doors (OD) programs, July and August.
 - Running Start is 1st school day of October through June.
 - For WAKids, there are two options:
 - Count the parent/teacher/student conference days.
 - Count the first four days of actual FDK classes.
 - For schools or programs that end before June and for seniors that graduate before June, the last school day in May can be the June count day, provided a published school/program calendar reflects the last school day is in May.
- Count date can be determined by an individual school or grade's start date or calendar.



Enrollment Exclusions

A student shall not be counted as an enrolled student if any of the following are met:

- Consecutively absent for > 20 consecutive school days.
 - Allowance exists when an agreement is in place with the parent and the district that states the student will continue his educational progress while absent and the student returns to school before the end of the school year to be counted for two additional count days.
- Dropped out or transferred.
- Met high school graduation requirements before the beginning of the school year (September 1st).
- Paying tuition – F1 Visa.
- Claimed by an institution.
- Resident of either the Washington State School for Blind or Washington School for the Deaf, also known as Center for Childhood Deafness and Hearing Loss. Refer to Bulletin # 006-19.



Course of Study Includes

- Basic education instruction
- Special education
- Alternative Learning Experience (ALE)
- Open Doors (OD) programs
- Running Start (RS)
- Work-Based Learning (WBL)
- Direct-funded technical college
- Ancillary service
- UW transition



Course of Study Does Not Include

- Home-based instruction
- Private school instruction
- Adult education – over 21 years old after September 1st
- Out-of-state residents
- GED prep instruction when:
 - Additional adult education state/federal dollars are generated or
 - Instruction does not earn high school credit.
- Extra-curricular activities
- College enrollment not earning dual credit at a high school



Full-Time Equivalent - FTE

- FTE is the measurement of student's enrollment and is used to fund districts.
- Claiming FTE is based on:
 - Seat-time traditional class: weekly enrolled minutes in a classroom
1,665 weekly minutes = 1.00 FTE
 - Running Start (RS) class: enrolled college credits.
15 college credits = 1.00 FTE
 - ALE program: estimated hours of learning in written student learning plan
1,665 weekly minutes of estimated learning = 1.00 FTE
 - Work-based learning (WBL): actual hours in a WBL program.
Divide the actual hours of WBL by either 200 (Cooperative WBL) or 100 (Instructional WBL)
 - Ancillary Services: actual hours of services
1,000 hours = 1.00 AAFTE
 - Open Doors (OD) program: program's total planned hours of instruction (below 100 level classes) or enrolled college credits (college level classes).



Calculating FTE

- High and middle school FTE is based on the published bell schedule periods.
- Part-time students whose FTE is not based on a per class FTE (i.e., elementary students or Special Ed students in a self contained classroom) will need to have their FTE recalculated using the 1,665 weekly minutes factor. For example:
 - A 1st grade student attends one hour or 60 minutes a week. FTE would be 0.04 ($60 \div 1,665$).
 - A 4th grade student attends two hours a day/5 days a week for 600 (120 x 5) weekly minutes. FTE would be 0.36 ($600 \div 1,665$).



Super FTE – Exceptions to the 1.0 FTE Limitation

- As a general rule, students are limited to 1.0 FTE and 1.0 AAFTE.
- Exceptions:
 - Running Start (RS) – up to a combined 1.2 FTE.
 - Neither High School nor RS enrollment may exceed 1.0 FTE.
 - Skill Center (SC) – up to a combined 1.6 FTE.
 - Neither High School nor SC enrollment may exceed 1.0 FTE.
- What about a student enrolled in High School, RS, and Skill Center?
 - When a student’s enrollment in both High School and SC exceeds 1.0 FTE, the available RS is limited to 0.20 FTE.
 - When a student’s enrollment in both High School and SC is less than 1.0 FTE, the standard 1.2 FTE limitation applies.

	Student A	Student B
High School FTE	1.00 FTE	0.18 FTE
Skill Center FTE	0.54 FTE	0.54 FTE
Total HS/SC FTE	1.54 FTE	0.72 FTE
Available RS FTE	0.20 FTE	0.48 FTE



Headcount

- A count of enrolled students.
- Amount of instructional or service hours is not a factor.
- Each student is 1. No partial numbers.
- Used for:
 - Special education funding (P223H)
 - Transitional Bilingual Instructional Program (TBIP) and Exited TBIP funding
 - State Budgeting and Caseload Forecast
 - School Construction Assistance Program
- October reporting is critical.



Review of Exited TBIP Reporting

- Who is an Exited TBIP student?
 - One who is enrolled in the district on monthly count day.
 - Scored Proficient on the past two years Spring ELPA21 test. For 2022–23, either the 2021 Spring ELPA21 or 2022 Spring WIDA ACCESS test.
 - Does not have to previously been reported as TBIP. Parents could have waived TBIP services.
- Purpose of the Exited TBIP count.
 - Exited TBIP funding provides support dollars for students who were previously eligible for TBIP.
 - For 2020–21, statewide average was:
 - \$847 per annual average Exited TBIP headcount
 - \$1,539 per annual average TBIP headcount
- The Exited TBIP count should stay consistent through a school year with small fluctuations as new qualifying students enroll and others withdraw.



Review of Running Start Only Headcount

In the P223 Running Start box, there are two headcount fields:

- Total Running Start Headcount –
 - Report the number of all Running Start students claimed that month
- Running Start Only Headcount –
 - Report the number of students that are attend only Running Start.
 - Not reported in the above grade categories.
 - No matter how much their Running Start FTE.
 - This field is used to determine the number of students at a district that are counted that month.

Total Headcount for Grades K-12 + Total Running Start Only HC + Total Open Doors HC



Types of Districts

- Resident District:
 - The district where the student lives.
 - For students from a nonhigh district, the high district.
 - For students that “choice” into a nonresident district.
- Serving District:
 - The district that provides instruction or service.
- Home District:
 - District where the student lives regardless of Choice Transfer.
 - Used for ALE enrollment reporting on the SAFS ALE application.



Choice Transfer & Interdistrict Agreements

One of following must be in place in order for a district to claim a nonresident student for state funding:

- Choice Transfer:
 - Student released 100% by resident district.
 - Resident district released financial liability for the student.
 - Serving (Choice) district is responsible for all services.
 - Student is reported on P223/P223H as resident of Choice district.
- Interdistrict Agreement:
 - For students that attend another district part-time.
 - Responsibility for student remains with the resident district.
 - Serving district reports partial FTE on P223/P223H as a student of their resident district.
 - Basic education \$ flow to the serving district.
 - Special education \$ flow to the resident district.
- No choice transfers are required for students attending:
 - Charter schools
 - Tribal compact schools
 - High district coming from a nonhigh district
 - Skill Center consortium



Choice Transfer & Interdistrict Agreements *continues*

- Effective dates must be stated – beginning and end dates.
- Recommendation that transfers/agreements span for only one school year.
- Both districts must sign the transfers/agreements before the enrollment can be counted.
- Bulletin No. 035-18 dated April 25, 2018, provides:
 - Additional guidance on choice transfers and interdistrict agreements.
 - Information on the Standard Choice Transfer System (SCTS) application.
 - Required for all students who choice into a nonresident district's ALE program.
 - Available to be used for all students' choice transfers and interdistrict agreements.



Claiming Special Education Enrollment

- Requirements that must be met on the monthly count day:
 - Enrolled in the school district,
 - Has a current and in effect IEP in place,
 - Evaluation is current, and
 - Received special education services before the count day but within the prior month.
- P223H categories:
 - Age 3-5 – Report eligible students that are not enrolled in grades K-12.
 - Tier 1 K-21 – Report eligible students that are enrolled in grades K-12 and are identified as LRE 01, 14, or 18 (spending at least 80% time in a general ed setting).
 - Other Tier K-21 – Report eligible students enrolled in grades K-12 and with any other LRE (spending less than 80% time in a general ed setting).



Documentation to Support Enrollment

- Refer to Section 10 of 2021–22 Enrollment Handbook for detailed guidance.
- Documentation must be retained for ALL CLAIMED ENROLLMENT including enrollment provided under contract with an outside agency or college.



Revising Enrollment

- During school year:
 - Districts may make revisions directly in EDS.
 - Effects to funding will appear on the end of month's apportionment.
 - Enrollment will be used for Levy Authority and LEA calculation.
- For 2021-22, after Aug 22 through Nov 21:
 - Districts may revise prior year enrollment in EDS.
 - Effects to funding will be a prior year adjustment in the next January apportionment.
 - Enrollment will not be used for Levy Authority and LEA calculation.
- After Nov 21, 2022: Revisions are submitted by paper.
 - Cover letter with:
 - Authorizing signature.
 - State the status of audit for the specific school year.
 - If in the midst of audit, the auditor must be notified of the revision.
 - Marked-up 1251 or 1735 report with the changes needed, as well as detailed information on which school's enrollment needs revising.
- After auditor's exit meeting: Districts cannot revise their enrollment.



Quick Review of EDS Applications

- Refer to the User Guide available on Enrollment Instruction page.
 - NEW Enrollment (P223 at the school level)
 - SAFS ALE Reporting
 - K-3 Class Size Reporting
- For Skyward districts, if you “run” your P223 and you don’t see the file in EDS, let ESD or me know. FTP processor may need to be woken up.
- Remember the two new reports available that can be used to reconcile 1191SE.
 - 1251RS – Resident District FTE by Serving District
 - 1735RS – Resident District Special Ed by Serving District
- Also, remember by running Extracts, you can see School Level data.



Questions?

