

S-275 Personnel Reporting Handbook

Instructions for the 2018–19 School Year

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Office of Superintendent of Public Instruction
Chris Reykdal, State Superintendent

*All students prepared
for post-secondary pathways,
careers, & civic engagement.*

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Section 1. The S-275 Reporting Process

Section 1.A. Summary of Changes to the S-275 Personnel Reporting Process for 2018–19

- Staff mix discontinued

- The 2018 Washington Legislature made significant changes to how school districts are funded and how educators are compensated.

The Legislature discontinued “staff mix” after the 2017–18 school year and no longer provides funding to each school district for teacher salary and benefits tied to their education level (degree and credits) and years of experience.

The Legislature removed the statewide salary schedule that served as a baseline for almost every district in our state, so each district is now bargaining a unique salary schedule specific to their local community, including what may count and what may not count for compensation purposes for teacher and other certificated instructional staff.

- However, during the 2018-19 transitional year, OSPI will continue to collect degree, credits, and experience data for certificated staff, as in previous years; so S-275 reporting for 2018-19 will look much the same as for 2017-18.

Section 1.B. Background

The S-275 reporting process is an electronic personnel reporting process that provides a current year record of certificated and classified employees of the school districts and educational service districts (ESDs) of the state of Washington.

Developed during the 1970’s, this report initially provided an annual staffing snapshot picture, or “census,” of Washington state school districts. The snapshot concept has been retained for the most part, but actual salary and benefit information is now updated through the end of the school year, fitting a more dynamic reporting concept. This dual nature has evolved to meet expanding needs and uses for certificated and classified staff data.

All school district and ESD personnel employed as of October 1 of each school year are reported to the Office of Superintendent of Public Instruction (OSPI) on the S-275 report.

Section 1.C. How S-275 Data Is Used

The data collected by the S-275 reporting process are either mandated by state law, necessary for calculating state funding, or are needed for responding to requests by the federal government, the state Legislature, or other organizations. S-275 personnel data is used by OSPI to calculate staffing factors used for apportionment of state funding.

- Staff ratio compliance

- The number of full-time equivalent (FTE) staff reported on the S-275 are used in calculating staff-to-student ratios that determine school district compliance with maintaining a minimum ratio of 46 certificated instructional staff per 1,000 FTE students (K–12), and the monetary penalty for not maintaining this ratio.
- Beginning in the 2019–20 school year, funding allocations for class size reductions in K–3 to 17 students per teacher will be limited to the actual demonstrated class sizes in each school district, based on teachers reported on the S-275 in K–3. This K–3 class size compliance is similar to that required in the 2016–17 school year, but not required in the 2017–18 and 2018–19 school years.

- National board bonus

OSPI uses data reported on districts' S-275 report to identify those teachers with current certification by the national board for professional teaching standards who are eligible for the national board bonus based on their certificated instructional duties, including those eligible for the additional bonus based on assignments to challenging, high-poverty schools.

- Prototypical funding comparison

The S-275 information collected during the school year will be used to provide a school-level, web-based comparison between the prototypical funding model and the actual school level staffing provided by the district.

- Data for the Legislature, national organizations, and the public

- S-275 data is provided to the Legislative Evaluation and Accountability Program (LEAP) Committee, a research arm of the Legislature. Each year the LEAP Committee provides information and analysis to the Legislature on

request. The state Legislature uses this information in setting policy, including state funding for school employee costs.

- Selected statewide data are provided to the National Center for Education Statistics (NCES), the National Education Association (NEA), and other national organizations for state comparison and analysis nationwide.
- S-275 data are provided on request to other organizations and individuals. S-275 information is public information except for:
 - Social security numbers, which are exempt from disclosure per RCW 42.56.230(5).
 - A very limited number of records where personal information of crime victims is protected per Chapter 40.24 RCW.

Monthly apportionment reports for each school district can be found through the “Reports” then “District Reports” link on the SAFS website at <http://www.k12.wa.us/SAFS/default.asp>.

September through December state apportionment payments to school districts are based on the district’s budgeted data, such as budgeted enrollment. Beginning in January, monthly apportionment payments are based on actual data, such as actual staffing data and year-to-date average enrollment.

S-275 staff reporting, along with student enrollment reporting, determines the allocation of state funds (money going from the state to the school district). School employee compensation (money going from the employing school district to the teacher, etc.) is determined by local policy.

Because of the use and impact of the S-275 data, care must be taken to be as accurate and complete as possible in following these instructions.

Section 1.D. Where to Go for Help

Most personnel reporting questions are answered by reference to state funding rules codified in the Washington Administrative Code (WAC) and the S-275 personnel reporting handbook.

| Important References | | |
|----------------------------------|-----------------------------|-------------------------------|
| <u>How to Determine</u> | | |
| <u>Certificated Employees':</u> | <u>Eligibility Criteria</u> | <u>Documentation Criteria</u> |
| Highest degree | WAC 392-121-250 | WAC 392-121-280(1) |
| Academic credits | WAC 392-121-255 | WAC 392-121-280(2) |
| In-service credits | WAC 392-121-257 | WAC 392-121-280(3) |
| Nondegree credits | WAC 392-121-259 | WAC 392-121-280(4) |
| Excess credits | WAC 392-121-261(2)(a) | |
| Certificated years of experience | WAC 392-121-264(1) | WAC 392-121-280(5) |

Rules are published annually by OSPI in the Common School Manual. Rules can be viewed online by selecting the "Rules (WACs)" link on the SAFS website at <http://www.k12.wa.us/SAFS/default.asp>. The rules are the authoritative source of OSPI policy.

General S-275 reporting questions should be referred first to your ESD fiscal staff.

| ESD | Name | Email | Phone |
|---------|-------------------|--|--------------|
| ESD 101 | Kassidy Probert | kprobert@esd101.net | 509-789-3564 |
| ESD 105 | Dustin Kinley | dustin.kinley@esd105.org | 509-454-3116 |
| ESD 112 | Kent Simpson | kent.simpson@esd112.org | 360-952-3496 |
| ESD 113 | Denise Wolff | dwoff@esd113.org | 360-464-6751 |
| ESD 114 | Cathie Seevers | cseevers@oesd114.org | 360-405-5837 |
| ESD 121 | Jane Murray | jmurray@psed.org | 425-917-7778 |
| ESD 123 | Michelle Dearlove | mdearlove@esd123.org | 509-544-5776 |
| ESD 171 | Trisha Shock | trishas@ncesd.org | 509-667-3632 |
| ESD 189 | Lori McLeod | lmcleod@nwesd.org | 360-299-4715 |

If you can't find the guidance you need in the rules referenced above or this S-275 personnel reporting handbook, and the ESD is unable to answer your questions, contact Ross Bunda at OSPI SAFS at 360-725-6308 or ross.bunda@k12.wa.us.

The following list identifies individuals that can provide additional help in their areas of responsibility:

| Subject | Contact |
|-------------------------------------|--|
| S-275 Instructions Internet Address | http://www.k12.wa.us/SAFS/default.asp (select "Instructions" then "Personnel Reporting") |

| Subject | Contact |
|--|--|
| S-275 Reporting Process Instructions or edit messages on Report S-275EDIT | Ross Bunda OSPI School Apportionment and Financial Services 360-725-6308 or ross.bunda@k12.wa.us |
| Data transmission problems and OSPI database error journal edits | OSPI Information Technology Services, Customer Support 360-725-4983 or customersupport@k12.wa.us |
| Correcting name, social security number, or birth date | Laura Gooding OSPI Professional Certification 360-725-6400 or laura.gooding@k12.wa.us |
| Persons without certificate numbers | OSPI Professional Certification 360-725-6400 or cert@k12.wa.us |
| "Permanent temporary" certificate number in order to report as duty code 110 or 120 superintendents, deputy superintendents, and assistant superintendents who do not hold a Washington certificate. | Laura Gooding OSPI Professional Certification 360-725-6400 or laura.gooding@k12.wa.us |
| Determining if specific credits or clock hours are authorized for continuing education by the Professional Educator Standards Board (authorized continuing education hours may be reported as in-service credits). | Laura Gooding OSPI Professional Certification 360-725-6400 or laura.gooding@k12.wa.us |
| Determining if credits are authorized for vocational (CTE) educator training. | OSPI Career and Technical Education 360-725-6243 |
| Accredited institution of higher education. S-275 reporting recognizes degrees and credits earned from institutions of higher education that are accredited by regional or national accrediting associations recognized by the Washington Student Achievement Council and the Secretary of the U. S. Department of Education. | "Recognized accrediting associations" are regional or national associations included in the list of accrediting agencies at http://www.k12.wa.us/certification/colleges/default.aspx . |

| Subject | Contact |
|---|---|
| <p data-bbox="201 245 675 447"><u>Evaluation of foreign transcripts.</u> The more commonly used evaluation agencies used for foreign transcripts are listed to the right.</p> <p data-bbox="201 499 691 827">OSPI accepts translation services from members of the National Association of Credential Evaluation Services (NACES). For information regarding NACES, members, go to http://www.naces.org/members.html.</p> | <p data-bbox="727 245 1162 447">e-Val Reports 3213 W. Wheeler St., #287 Seattle, WA 98199 206-257-4249 http://www.e-valreports.com/</p> <p data-bbox="727 499 1279 701">Educational Credential Evaluators, Inc. PO Box 514070 Milwaukee, WI 53203-3470 414-289-3400 http://www.ece.org/</p> <p data-bbox="727 753 1333 955">Foundation for International Services, Inc. 505 5th Avenue South, Suite 101 Edmonds, WA 98020 425-248-2255 http://www.fis-web.com/</p> <p data-bbox="727 1008 1344 1209">International Consultants of Delaware, Inc. PO Box 8629 Philadelphia, PA 19101-8629 215-243-5858 http://www.icdeval.com/</p> <p data-bbox="727 1262 1406 1507">International Education Research Foundation, Inc. PO Box 3665 Culver City, CA 90231-3665 310-258-9451 http://www.ierf.org/</p> <p data-bbox="727 1560 1247 1803">Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102 Avenue Miami, FL 33173 305-273-1616 http://www.jsilny.com/</p> |

| | |
|--|--|
| | World Education Services Bowling Green Station PO Box 5087 New York, NY 10274-5087 212-966-6311 http://www.wes.org/ |
|--|--|

Disclaimer. The guidance in this handbook does not replace or supersede the RCWs and WACs that it attempts to illustrate and summarize. If there is a conflict in guidance, RCWs and WACs take precedence over the guidance in this handbook.

Section 1.E. Definitions: Certificated Employee, Classified Employee

All school employees are categorized as either certificated or classified employees. Somewhat different S 275 reporting instructions apply to each group.

As used in these instructions, certificated employee means either:

- A person who holds a professional education certificate issued by OSPI and:
 - Is employed by a district in a position for which such certificate is required by statute, rule of the Professional Educator Standards Board, or written policy or practice of the employing district (WAC 392-121-200); or
 - Is employed by a contractor in a position for which such certificated is required. See duty codes 630 and 640 (WAC 392-121-201 and 392-121-206).

Or

- A superintendent or a person hired to fill a position designated as, or which is, in fact, deputy superintendent or assistant superintendent (WAC 392-121-200). See duty codes 110 and 120.

The term "certificated" refers to the certificates authorized by WAC 181-79A-140, including teacher, vocational (CTE), administrator, educational staff associate, and limited certificates and to temporary permits authorized by WAC 181-79A-128.

As used in these instructions, classified employee means any person employed by a district in a position that is not a certificated employee staff position.

An individual may have both certificated assignments and classified assignments. Further information on reporting requirements for such an individual are found throughout these instructions.

Section 1.F. Who to Report

General. Report each employee who, as of October 1, 2018, is contracted or hired to provide services any time during the 2018–19 school year (September 1, 2018, through August 31, 2019).

Include the following individuals:

- Each district certificated employee under contract for certificated employment. Note that RCW 28A.405.210 requires such a contract for each and every certificated employee.
- Certain contractor certificated instructional employees. See page 13.
- Each district classified employee.

Do not report a person hired after October 1, 2018. Do not delete a person who leaves the district after October 1, 2018 (WAC 392-121-220).

Notes-Who to Report:

1. Report employees working on October 1 as well as those who start and leave prior to October 1 and those who may start later (e.g., February 1) but who are under contract as of October 1.
2. Report employees with only supplemental contracts as well as those with base contracts.
3. Report the partial FTE and assignments of employees terminated prior to October 1.
4. Report, using duty code 310, 320, 330, or 340, teachers with contracts on October 1 who both:
 - Worked, or are anticipated to work, in the same assignment for more than 20 school days.
 - And substitute in a position previously filled by a teacher who terminated, is on unpaid leave, or is reported for the same position with duty code 610 (certificated on leave). See example 1C.

5. Report, using duty code 520, substitute teacher, teachers who have base contracts for substitute duties. See example 1D.
6. Do not report certificated staff who:
 - Substitute in a position already reported through the S-275 reporting process with a duty code other than 610 (certificated on leave).
 - Have worked, or are anticipated to work, 20 or fewer school days in the same assignment. See example 1E.
7. Persons without valid social security numbers cannot be reported. Persons without valid certificate numbers cannot be reported.
8. If a person's contract period normally is between July 1 and June 30, report combined data for this person under contracts for the two periods: September 1, 2018, to June 30, 2019, and July 1, 2019, to August 31, 2019.
9. "Unfilled positions" - S-275 personnel reporting is the reporting of personnel or persons, not positions. Report persons contracted or hired as of October 1 of the school year.

Examples-Who to Report

1A: If a person employed on October 1 resigns the following day, report that person's snapshot data just as if the person had remained with the district through the remainder of the school year.

1B: A person's contract period normally begins February 1, and on October 1 the person has a contract with the district. Report this person on the S-275 reporting process.

1C: A teacher is on leave without pay for the first semester but has a contract to return to the school district full time for the second semester. The district has contracted with a substitute teacher to fill the position during the first semester. Because the district has a contract with both of these persons on October 1, report each of these teachers on the S-275 report.

1D: A teacher has a full-time contract with one math teaching assignment, and the remainder of the day assigned as a substitute teacher. Report this individual as 1.0 FTE on the S-275 report. Report both assignments, but use duty code 520 for the "substitute" assignment. See Section 2.D. Assignment Information, beginning on page 90 of this handbook.

1E: A full-time teacher is on paid sick leave for the last week of September. The teacher is expected back the third week of October, absent fewer than 20 school days. Another individual is substituting in this position. Report the first individual on the S-275 reporting process with 1.0 FTE. Do not report the substitute in this position through the S-275 reporting process.

1F: A full-time teacher terminates employment on September 18. A replacement is hired and contracted on September 25. Do not report the first individual who was employed fewer than 20 school days. Report the partial FTE and assignments of the second individual.

1G: A teacher is contracted to work during the first semester, then will be away on maternity leave for the remainder of the school year. In December, the district hires a replacement for this position for the second semester. Report the partial FTE of the first employee. Do not report the second employee, who was hired after October 1.

Contractor Certificated Instructional Employees. School districts must report certain staff who are not employees of the school district, but rather, employees of school district contractors. The following conditions make reporting necessary:

- A certificated teacher or educational staff associate spends more than 0.25 FTE with students for a given school district.
- The district claims basic education funding for students served by the contractor's staff according to WAC 392-121-188.
- The contractual agreement existed as of October 1 for services to be provided during the school year.
- The contractor is not a college or university.

If all four conditions are met, the school district must report the contractor's certificated instructional staff that provide basic and special education services to students claimed by the district for state funding. Reporting of the contractor's staff is optional if the teacher or educational staff associate spends 0.25 FTE or less with students for a given school district.

Determine a contractor employee's time in a school district by using the following guidelines:

- 1) In the case of a teacher hired as part of a cohort, report the person's FTE. An example of this situation is Insight School of Washington at Quillayute Valley School District.
- 2) In the case of a teacher of online courses, determine the teacher's FTE by adding the total number of estimated weekly learning hours for courses on all students' Written Student Learning Plans where the teacher is identified as responsible for the course, then dividing the total hours by 750. If the quotient is more than 0.25, the teacher must be reported on the district's S-275 report.

Note: Report contractor certificated instructional employees providing basic education and special education services using duty codes 630 and 640. These duty codes are included in the calculation of the district K-12 staff ratio compliance.

WAC 392-121-206 Definition—Contractor certificated instructional employee. As used in this chapter, “contractor certificated instructional employee” means a contractor certificated employee who:

- (1) Is employed by a contractor, pursuant to WAC 392-121-188, to serve students claimed for basic education funding by a school district or charter school; and
- (2) Is employed as one or both of the following:
 - (a) An elementary, secondary or other teacher who instructs pupils in classes or courses; or
 - (b) An educational staff associate who assists, evaluates, counsels, or instructs students in a manner consistent with the employee’s educational staff associate certificate.

WAC 392-121-188 Instruction provided under contract. School districts have general authority to contract for the services of individuals to provide instruction, subject to applicable state and federal laws and local collective bargaining agreements. School districts also have authority to enter into interdistrict cooperative agreements for instructional services with other school districts under RCW 28A.225.250. However, when a school district contracts with an entity other than a school district and that entity employs staff to provide basic education instruction claimed by the school district for state basic education funding, the requirements of this section also apply. Instruction provided by such an entity (hereafter called the contractor) may be counted as a course of study and claimed by the school district for state funding if the following requirements are met:

- (1) The school district board of directors in accordance with RCW 28A.320.015 adopts a resolution that concludes it is in the best interest of the students to expand the options available by providing an appropriate basic education program pursuant to the contract and sets forth the rationale in support of the conclusion. A board adopted resolution is not required for on-line courses purchased by the school district from an on-line provider approved by the superintendent of public instruction under RCW 28A.250.020;
- (2) The school district retains full responsibility for compliance with all state and federal laws;
- (3) The contractor complies with all relevant state and federal laws that are applicable to the school district;
- (4) The contractor provides instruction free of sectarian or religious influence or control;
- (5) The contractor charges the student no tuition for enrollment;
- (6) Enrollment is voluntary;

(7) No student or person is unlawfully excluded from participation on the grounds of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal, or marital status;

(8) Each student is enrolled in the school district reporting the enrollment and each high school student is working toward course credits which satisfy high school graduation requirements;

(9) If the contractor is a state higher education institution, a state funded education center, or any other state funded entity, the contractor is not claiming enrollment of the student or receiving direct state support for the contracted instruction reported pursuant to this section;

(10) The curriculum is approved by the district. District approval for on-line course curriculum is not required for on-line courses offered by an on-line provider approved by the superintendent of public instruction under RCW 28A.250.020;

(11) The contractor provides enrollment reports to the school district that comply with this chapter;

(12) The contractor maintains and has available for audit or review by the school district, state, or federal authorities documentation of enrollment, hours of instructional activity participated in by the students, personnel data, and financial data including all revenues and expenditures pertaining to the contract with the school district;

(13) As of October 1st, if a contractor certificated employee employed by a contractor other than an institution of higher education spends more than twenty-five percent of a full-time equivalent time with students for a given school district, the school district must report the individual contractor certificated employee as required by the SPI annual personnel reporting system for calculation of state funding, staff ratios and statistics;

(14) The school district and contractor execute a written contract which is consistent with this section, and which sets forth the duties of the contractor in detail sufficient to hold the contractor accountable to the school district. School districts that purchase on-line courses through the on-line course catalog provided by the office of superintendent of public instruction are exempt from this provision;

(15) The school district and contractor establish a process for periodic monitoring by the school district for compliance with this section and other terms of the contract between the school district and contractor. School districts that purchase on-line courses through the on-line course catalog provided by the office of superintendent of public instruction are exempt from this provision;

(16) Contracts for services for students with disabilities shall comply with WAC 392-172A-04085 and 392-172A-04090;

(17) Full-time equivalent enrollment reported for students served under a contract with a higher education institution shall be based on the number of hours of instruction meeting the criteria in WAC 392-121-107 (1)(a) provided by staff of the higher education institution under the contract. This section does not apply to running start enrollment, which is governed by chapter 392-169 WAC or at-risk programs meeting the standards of subsection (18) of this section; and

(18) Full-time equivalent enrollment reported for students served under contract with a community or technical college as defined in RCW 28B.50.030 shall be based on the credits generated by the student consistent with WAC 392-169-025 if the program meets the following standards:

(a) The student is earning credits applicable to a high school diploma.

(b) The program is focused on serving credit deficient students.

(c) The student population served is considered at-risk and meet the following criteria:

(i) The students have already dropped out of high school; or

(ii) The students have not demonstrated success in the traditional high school environment.

(19) The school district requires the contractor to clearly state in all of the contractor's advertising, publicity, or public statements regarding the contracted service that the service is being offered by the school district under contract.

Notes-Contractors:

1. Contractors include any entity other than a school district, including educational service districts.
2. WAC 392-121-188 does not apply to interdistrict cooperation agreements between and among school districts. Such agreements should clearly indicate who is responsible for reporting enrollment and staff. As a general rule the district providing instructional services reports both the enrollment and instructional staff.
3. If the ESD operates a special education cooperative and reports special education enrollment directly to OSPI, then the participating school districts should not report ESD special education staff.
4. In the case of an ESD basic education cooperative, certificated employees of the ESD are reported by each district receiving cooperative services as well as by the ESD itself. See example 1H:

| Example 1H—Reporting Contractor Staff and Certificated Instructional Staff Duty Assignments | | | |
|--|--|--|--|
| Employee | Participating District #1 (Note 1) | Participating District #2 (Note 1) | Employer (Note 2) |
| Secondary Teacher | Reports a partial FTE using duty code 630. | Reports a partial FTE using duty code 630. | Reports the total FTE using duty code 320. |
| Other Teacher | Reports a partial FTE using duty code 630. | Reports a partial FTE using duty code 630. | Reports the total FTE using duty code 330. |
| Psychologist | Reports a partial FTE using duty code 640. | Reports a partial FTE using duty code 640. | Reports the total FTE using duty code 460. |
| Physical Therapist | Reports a partial FTE using duty code 640. | Reports a partial FTE using duty code 640. | Reports the total FTE using duty code 480. |
| Note 1: Participating school districts should compute FTE following the procedure for <i>Item C.3, Certificated FTE</i> , which begins on page 85. | | | |
| Note 2: FTE not reported by employer unless employer is an ESD. | | | |

Independent Contractors. The Department of Labor and Industries provides for your information the following statement dated August 2, 1994:

“It has recently been brought to our attention that some school districts are advising personnel to register with the State of Washington to establish themselves as a business. This is possibly being done in an effort to avoid responsibility by the district for employer taxes. A public school teacher does not meet the criteria for independent contractor cited in RCW 51.08.195.”

These persons should be considered as employees of the district and reported as such. Experience as an independent contractor does not qualify as eligible certificated years of experience according to WAC 392-121-264(1)(a). However, educational staff associates may be eligible for up to two years of experience according to WAC 392-121-264(1)(f).

Section 1.G. What to Report

Report each data item as defined in Section 2, Definitions of Data Items. There are four major categories of data:

- Demographic Information. Report personal characteristics and identifying data as defined in Section 2.A, beginning on page 34.
- Education and Experience Information. Report certificated staff degree, credits, and experience as defined in Section 2.B, beginning on page 37.
- Contract Information. Report certificated contract information as defined in Section 2.C, beginning on page 84.
- Assignment Information. Report assigned duties and salary attributed to assignments by program and activity as defined in Section 2.D, beginning on page 90. This information follows the *Accounting Manual for Public School Districts in the State of Washington*, and the *Accounting Manual for Educational Service Districts in the State of Washington*.

Section 1.H. When to Report

The reporting schedule below is intended as a guide to help districts in planning submission of data to OSPI. Except for the initial submission date, the target dates are not mandatory reporting dates. Rather they represent significant dates when accurate and complete information must be available to OSPI for statistical reports, legislative requests, and school apportionment. October 1 remains the only snapshot date.

Complete this three-step process prior to each target date after November 1:

- **Step 1.** Submit any updates or corrections to the October 1 data.
- **Step 2.** Review all edit exceptions for errors (see Appendix B).
- **Step 3.** As necessary, resubmit corrections identified in step 2.

| Schedule of Reporting Target Dates | |
|------------------------------------|---|
| October 1, 2018 | The snapshot date for all staff (whether that date falls on a weekday or weekend). |
| November 1–21, 2018 | Initial data submission period for the S-275 reporting process. |
| November 21, 2018 | All initial S-275 data due to OSPI on or before this date. |
| December 31, 2018 | Corrections to edit exceptions so snapshot data are complete and accurate. |
| January 18, 2019 | OSPI calculates monthly apportionment using data received as of this date. |
| February 15, 2019 | OSPI calculates monthly apportionment using data received as of this date. |
| March 19, 2019 | OSPI calculates monthly apportionment using data received as of this date. |
| April 18, 2019 | OSPI calculates monthly apportionment using data received as of this date. |
| May 20, 2019 | OSPI calculates monthly apportionment using data received as of this date. |
| June 18, 2019 | OSPI calculates monthly apportionment using data received as of this date. |
| July 19, 2019 | OSPI calculates monthly apportionment using data received as of this date. |
| August 20, 2019 | OSPI calculates monthly apportionment using data received as of this date. |
| August 31, 2019 | Final district updates to current items. Note that this is the date on which <i>Item C.4, Total Final Salary</i> , is based. |
| September 30, 2019 | Final corrections to edit exceptions so all snapshot and current data are complete and accurate. Submit final data prior to 5 p.m., September 30, 2019, for entry into the 2018–19 S-275 personnel files located at OSPI. |

Failure to submit data by November 21, 2018, and correct edit exceptions by December 31, 2018, may result in reduction or delay of state apportionment according to chapter 392-117 WAC. Missing or incorrect data may impact staffing calculations used in state funding, such as the K–12 staff ratio compliance in chapter 392-127 WAC.

Section 1.I. How to Submit a Report

School districts are responsible for preparing and transmitting S-275 data by the reporting target dates. Districts can fulfill reporting requirements through one of the following procedures:

- Transmit electronically through the WSIPC network. Contact your WSIPC coordinator for details.
- If you are a school district that does not use WSIPC, or are having difficulty with your import: If you are having SFTP login issues, please contact OSPI IT Services, Customer Support at 1-800-725-4311 option 7 or customersupport@k12.wa.us. If you have successfully logged into the SFTP and are still having issues with your import, please contact Ross Bunda at 360-725-6308.

Section 1.J. Documentation of Personnel Data

Data submitted through the S-275 reporting process impacts apportionment of state moneys. Documentation of such data is required by WAC 392-121-011(7), WAC 392-140-067(7), and WAC 392-121-280. Districts must establish a clear audit trail between data reported in the S-275 Report and supporting materials such as employment verifications or transcripts.

WAC 392-121-011 General provisions. The following general provisions apply to this chapter:

...

(7) School districts and charter schools shall have available upon request by the superintendent of public instruction and for audit purposes, such documentation as necessary to support all data reported to the superintendent of public instruction pursuant to this chapter.

WAC 392-140-067 General provisions. The following general provisions apply to this chapter:

...

(7) School districts and charter schools shall have available upon request by the superintendent of public instruction and for audit purposes, such documentation as necessary to support all data reported to the superintendent of public instruction pursuant to this chapter.

WAC 392-121-280 ~~((Placement on LEAP salary allocation documents)) Reporting education and experience on Report S-275—Documentation required.~~

[Proposed change.]

[Because WAC 392-121-280 is lengthy and detailed, this handbook presents its individual provisions in a text box where the subject matter is discussed.]

Certificated instructional personnel data which impact apportionment of state moneys are:

- Full-time equivalents (FTEs).
- Assignment codes and percent of time in assignment for basic education and special education programs.

Documentation of full-time equivalency, assignment codes, percent of time in assignment, assignment hours per year, and grade level assignment codes is required by WAC 392-121-011(7) and WAC 392-140-067(7) for all employees, certificated and classified. While documentation must exist to substantiate the data reported for these items, such documentation is not discussed further in this handbook.

Other data reported on Report S-275 are informational only and may be documented in any reasonable manner.

Documentation may be original or copies of the original. However, district policy may require that all documentation be original. In either case, the responsibility for reviewing and ultimately accepting or rejecting each document resides with the district alone.

Do not report data that impacts apportionment of state moneys without having the required documentation to support that data. Update or correct a data item if documentation becomes available before the S-275 reporting process is closed.

Rounding of computations of credits and experience should follow the general rule: a decimal ending with a 5 or higher is rounded up; a decimal ending with a 4 or lower is rounded down. Documentation of computations of total credits and experience should show both the accumulated totals in the number of decimal places required by the applicable rule and the rounded total reported according to the applicable rule. It is important to note:

- When accumulating a person’s total credits over a number of years, a school district should sum the credits as they were computed for each year (one decimal place).
- When accumulating a person’s total experience over a number of years, a school district should sum the experience as it was computed for each year (two decimal places), not as it was reported to OSPI (one decimal place).

OSPI has defined how to compute, accumulate, round, and report credits and experience for state funding purposes (WAC 391-121-215 through 392-121-280) on Report S-275.

The following example summarizes the rounding of credits and experience:

| Example 1I—Rounding Credits and Experience | | | | | | |
|--|--------------------------------------|------|------|---|------|------|
| | Credits | | | Experience | | |
| School districts accumulate or record: | Credits rounded to 1 decimal place. | 44.4 | 89.5 | Experience rounded to 2 decimal places. | 3.44 | 6.45 |
| School districts report on S-275: | Credits rounded to 1 decimal place. | 44.4 | 89.5 | Experience rounded to 1 decimal place. | 3.4 | 6.5 |
| For S-275 reporting, OSPI rounds: | Credits to the nearest whole number. | 44 | 90 | Experience to the nearest whole number. | 3 | 7 |

Note: For S-275 reporting, experience is a single numeric value which includes the total of both Washington and out-of-state years of experience which meet the criteria in WAC 392-121-264.

A summary table, such as the example on page 24, should be used in each certificated employee file to provide the link between the required documentation and the data reported for degrees, credits, and certificated years of experience. The data shown in the table on page 24 is the reported data. The required supporting documentation should be in the file with the summary. The examples include only the minimum essential data required by WAC 392-121-280. Since requirements for information about employees of the district are extensive and varied, school district personnel administrators may require or desire more data or may maintain summary data in a different format.

The form or format the district chooses to use must include the data elements shown in the example summary tables on the following table.

| Personnel File Summary Table—Documentation of Degrees, Credits, and Experience | | | | | | | | |
|--|---------------------------|--|--|---|---------------------------------------|---------------------------------------|------------------------------------|---------------------------------|
| Example: Highest Degree, Academic Credits, In-service Credits | | | | | | | | |
| Date or Term Awarded | Institution | Notes | Quarter Credits | Degree | Academic credits since highest degree | In-service credits since highest deg. | Minus 45 = Excess Credits | Credits to be reported on S-275 |
| Spr 2001 | College C. | | 195 total | BA | | | | |
| Fall 2001 | College C. | | 5.0 | | 5.0 | | | 5.0 |
| Fall 2002 | State U. | | 15.0 | | 20.0 | | | 20.0 |
| 11/4/02 | Local Sch Dist | In-service clock hrs | (5 hrs / 10 =) 0.5 | | 20.0 | 0.5 | | 20.5 |
| Win 2003 | State U. | | 15.0 | | 35.0 | | | 35.5 |
| Spr 2003 | State U. | | 15.0 | MA | | | (50.5 - 45.0 =) 5.5 | 5.5 |
| Fall 2004 | Comm Coll | 3.0 sem hrs | 4.5 | | 4.5 | | 5.5 | 10.0 |
| 7/25/05 | ESD 112 | In-service clock hrs | (11 hrs / 10 =) 1.1 | | 4.5 | 1.1 | 5.5 | 11.1 |
| Example: Nondegree Credits (applies only to degree level "V," "H," or "S") | | | | | | | | |
| Date or Term Awarded | Institution | Notes | Nondegree Credits - from converted occupational exp. | Nondegree Credits - from approved voc educator training | Cumulative Nondegree Credits | Credits to be reported on S-275 | | |
| 11/23/01 | ABC Auto Repair | Minimum occupational exp. met (6,000 hrs)* | | | | | | |
| 11/24/01–12/31/01 | ABC Auto Repair | 224 hrs | (224 hrs / 100 =) 2.2 | | 2.2 | 2.2 | | |
| 1/1/02–12/31/02 | ABC Auto Repair | 2,080 hrs | (2,080 hrs / 100 =) 20.0 (max) | | 22.2 | 22.2 | | |
| 1/1/03–5/3/03 | ABC Auto Repair | 712 hrs | (712 hrs / 100 =) 7.1 | | 29.3 | 29.3 | | |
| Spr 2004 | Bates Tech College | Voc educator prep. & training requirements met** | | | | | | |
| 8/6/05 | SPI | Voc educator training | | (3 hrs / 10 =) 0.3 | 29.6 | 29.6 | | |
| *WAC 181-77-041(1)(a)(i). | | | | | | | | |
| **WAC 181-77-041(1)(b) and (c). | | | | | | | | |
| Example: Certificated Years of Experience | | | | | | | | |
| Period | Employer | Full-Time Employment - Hrs Per Year | Actual Hrs Paid | Notes | Reportable Experience | Cumulative Experience | Experience to be reported on S-275 | |
| 10/29/95 | XYZ Company | | | Minimum occupational experience met (6,000 hrs)+ | | | | |
| 10/30/95–12/31/95 | XYZ Company | 2,000 | 352 | Management experience++ | (352 / 2,000 =) 0.18 | 0.18 | 0.2 | |
| 1/1/96–12/31/96 | XYZ Company | 2,000 | 2,080 | Management experience++ | (2,080 / 2,000 =) 1.00 (max) | 1.18 | 1.2 | |
| 1/1/97–12/31/97 | XYZ Company | 2,000 | 1,144 | Management experience++ | (1,144 / 2,000 =) 0.57 | 1.75 | 1.8 | |
| 1998–99 | Other School District | (183 x 7 =) 1,281 | 1,241 | Less 40 hours unpaid leave | (1,241 / 1,281 =) 0.97 | 2.72 | 2.7 | |
| 1999–2000 | Other School District | (183 x 7 =) 1,281 | 1,456 | Summer school contract | (1,456 / 1,281 =) 1.00 (max) | 3.72 | 3.7 | |
| 2000–01 | ESD 171 | (183 x 8 =) 1,464 | 1,464 | | (1,464 / 1,464 =) 1.00 | 4.72 | 4.7 | |
| 2001–02 | This School District | (184 x 7 =) 1,288 | 921 | Part-time | (921 / 1,288 =) 0.72 | 5.44 | 5.4 | |
| 2002–03 | This & Other School Dist. | (180 x 7 =) 1,260 | 280 | Substitute | (280 / 1,260 =) 0.22 | 5.66 | 5.7 | |
| 2003–04 | This School District | (182 x 7 =) 1,274 | 1,019 | Part-time | (1,019 / 1,274 =) 0.80 | 6.46 | 6.5 | |

Any form or format the district chooses to use should include the data elements shown above.

Section 1.K. Corrections and Updates to S-275 Data

After initial submission of S-275 data, there are two possible types of changes: corrections and updates. All data may be corrected; however, not all data may be updated.

The term correction refers to a data change needed because of an error in a previous submission or because documentation was not previously available. Most data items depict a snapshot of district staff as of October 1 and are not to be changed during the year except for corrections to the snapshot. All snapshot report items begin the item title with October 1.

The term update refers to a change in a data item that is not a fixed part of the district's October 1 snapshot. All such report items begin the item title with the word current:

- Current - Total Final Salary
- Current - Annual Insurance Benefits
- Current - Annual Mandatory Benefits
- Current - Assignment Salary

The term suffix refers to the final digit in the duty code. Duty code suffixes are explained in Section 2.D, beginning on page 90.

Notes—Corrections and Updates:

1. Do not update an employee's base contract (suffix 0) assignments or full-time equivalencies for changes made after October 1.
2. Update certificated base contract hours per FTE day, certificated base contract FTE number of days, assignment salary, supplemental assignment salary and hours per year, and benefit changes due to negotiated contract agreements for the school year ending August 31, 2019.
3. Update duty code suffix 1 (supplemental) contract assignments for additional responsibility or incentive for \$200 or more made after October 1 to reflect

additional contracts for services provided during the school year ending August 31, 2019.

4. Update duty code suffix 2 (supplemental) contract assignments for additional time made available to any group of employees after October 1 to reflect negotiated changes for the school year ending August 31, 2019. The term made available means that members of the group may, but are not required to, work up to a negotiated number of hours. Such circumstances are often associated with the process of negotiating time-driven "TRI" (time, responsibility, or incentive) assignments. Update for all such contract assignments even if the contract is for less than \$200.
5. For persons with snapshot certificated duty assignments, report all classified duty assignments for services provided during the school year ending August 31, 2019.
6. If the person's assignment has changed or the person has terminated employment or gone on leave, updates to the assignment salaries and benefits are determined by what the individual would have earned had that individual remained in the same position and assignment as reported on October 1. However, total final salary is determined by payroll, not the snapshot. See example 2Q on page 87.
7. Update total final salary and mandatory benefits to reflect all actual compensation for services provided during the school year ending August 31, 2019. Include all forms of compensation recognized as income by the Internal Revenue Service (IRS).
8. There is no provision in law for supplemental contracts for classified employees.

| Corrections and Updates to S-275 Data | | | |
|---------------------------------------|--|-------------|---------|
| Item # | Reporting Item | Corrections | Updates |
| A.2 | Certification Number | Yes | No |
| A.3 | Social Security Number | Yes | No |
| A.4 | Individual's Name | Yes | No |
| A.5 | Birth Date | Yes | No |
| A.6 | Sex Code | Yes | No |
| A.7 | Hispanic Ethnicity Code | Yes | No |
| A.8 | Race Code | Yes | No |
| A.9 | October 1 - CBRTN Code | Yes | No |
| A.10 | National Board Certification Expiration Date | Yes | ** a ** |
| B.1 | October 1 - Highest Degree Level | Yes | No |
| B.2 | October 1 - Highest Degree Year | Yes | No |
| B.3 | October 1 - Academic Credits since Highest Degree | Yes | No |
| B.4 | October 1 - In-service Credits since Highest Degree | Yes | No |
| B.5 | October 1 - Credits in Excess of 45 Earned between the Bachelor's Degree and the Master's Degree | Yes | No |
| B.6 | October 1 - Nondegree Credits | Yes | No |
| B.7 | October 1 - Certificated Years of Experience | Yes | No |
| C.1 | October 1 – Cert. Base Contract Hours Per FTE Day | Yes | YES |
| C.2 | October 1 – Cert. Base Contract FTE Number of Days | Yes | YES |
| C.3 | October 1 - Certificated FTE | Yes | No |
| C.4 | Current - Total Final Salary | Yes | YES |
| C.5 | Current - Annual Insurance Benefits | Yes | YES |
| C.6 | Current - Annual Mandatory Benefits | Yes | YES |
| D.1 | October 1 - Building Code | Yes | No |
| D.2 | October 1 - Assignment (Program-Activity-Duty) Code | | |
| | • Duty Code Suffix 0 | Yes | ** 0 ** |
| | • Duty Code Suffix 1 | Yes | ** 1 ** |
| | • Duty Code Suffix 2 | Yes | ** 2 ** |
| | • Duty Code Suffix 3 | Yes | ** 3 ** |
| D.3 | October 1 - Grade Group Assignment Code | Yes | No |
| D.4 | October 1 - Percent of Certificated Contracted Time | Yes | No |
| D.5 | October 1 - Assignment Hours Per Year | Yes | No |
| D.6 | Current - Assignment Salary | Yes | YES |

| Note | Explanation (See discussion of assignment codes beginning on page 90) |
|---------|--|
| ** a ** | Update for first-year national board certified teachers (who attain initial national board certification during the 2018–19 school year) and those with national board expiration dates during 2018 that renew their national board certification. |
| ** 0 ** | <ul style="list-style-type: none"> • Snapshot only for classified. Do not update for employees with only classified assignments on October 1. • For an employee with any certificated assignment on October 1, update for time-driven classified assignments received after October 1—see note 5, page 26. |
| ** 1 ** | Update for actual assignments in excess of \$200. |
| ** 2 ** | Update for all assignments made available even if less than \$200—see note 4, page 26 and the discussion of suffix 2 beginning on pages 92. |
| ** 3 ** | <ul style="list-style-type: none"> • Snapshot only for classified. Do not update for employees with only classified assignments on October 1. • For an employee with any certificated assignment on October 1, update for not time-driven classified assignments received after October 1—see note 5, page 26. |

Examples—Corrections and Updates

1J: A newly hired teacher has 60 credits earned after a bachelor's degree; all earned before October 1, and is enrolled in a five-credit course during the current fall quarter at a local college. The file for this employee documents only the bachelor's degree on October 1. In February, transcripts for 65 credits arrive. The documentation shows 60 credits earned prior to October 1 and five more credits earned two months later.

The district should report a bachelor's degree and zero (0) credits on the initial S-275 submission. In February the district should correct the initial submission for this teacher by reporting 60 credits. Do not report the five credits earned after October 1 (i.e., during fall quarter) until next year.

1K: Two teachers' contracts are full-time contracts on October 1. One teacher leaves halfway through the year. The other teacher's contract is changed in January to half time each in two assignments.

Both teachers must be reported as full time on October 1. No change is made in the FTE or any of the other snapshot data as a result of these changes in the teachers' contracts.

1L: On October 1, George, a classified employee, is employed with two assignments:

- Assignment #1—salary of \$11,560 for 1,156 hours per year.
- Assignment #2—salary of \$9,240 for 924 hours per year.
- Mandatory benefits are at \$3,900 for the year; insurance benefits at \$4,200 for the year.

The district's initial S-275 report included the following data for George:

- Item C.4, Total Final Salary (estimated) is \$20,800 (\$11,560 + \$9,240).
- Item C.5, Current - Annual Insurance Benefits: \$4,200 for the year.
- Item C.6, Current - Annual Mandatory Benefits: \$3,900 based on assignment #1 and #2.
- Item D.5, October 1 - Assignment Hours per Year: first assignment is 1,156 hours.
- Item D.5, October 1 - Assignment Hours per Year: second assignment is 924 hours.
- Item D.6, Current - Assignment Salary: first assignment salary is \$11,560.
- Item D.6, Current - Assignment Salary: second assignment salary is \$9,240.

On October 3, George leaves the district. Two new classified employees are hired. George worked 176 hours during the school year, 98 hours in the first assignment and 78 hours in the second assignment, and was paid:

Salary: \$1,760.

Insurance Benefits: \$355.

Mandatory Benefits: \$330.

No change is made to S-275 data as a result of George leaving district employment. The new classified employees are not reported.

In January, contract negotiations resulted in a 3 percent raise for all classified employees. There were no other increases.

As a result of the January contract negotiations, S-275 reporting for George should be updated. (See *When to Report*.) The new figures to be reported are:

- *Item C.6, Current - Annual Mandatory Benefits:* total for the year is \$4,017.
- *Item D.6, Current - Assignment Salary:* first assignment salary is \$11,907 (1.03 x 11,560).
- *Item D.6, Current - Assignment Salary:* second assignment salary is \$9,517 (1.03 x 9,240).

Note the updated data regards the October 1 snapshot. The fact George's actual insurance and mandatory benefits were less than the expected total because George left district employment prior to the end of the year is not relevant to the reporting of *Items C.5, Current - Annual Insurance Benefits, C.6, Current - Annual Mandatory Benefits, and D.6, Current - Assignment Salary*.

Prior to the August 31 final reporting target date (see *When to Report*), S-275 reporting for George should be updated for the following:

- *Item C.4, Total Final Salary* is \$1,760.

In order to maintain the October 1 snapshot, the assignments of the employee who left after October 1 continued to be reported. The employees hired after October 1 are not reported during this school year.

Section 1.L. Corrections to S-275 Data after Year-End Closeout

After the closeout of the S-275 personnel report for the school year, school districts and educational service districts shall submit corrections to personnel data affecting state apportionment in accordance with WAC 392-117-045. Districts should provide a copy of all revisions to the State Auditor and note this information on correspondence to OSPI which request corrections to S-275 data.

OSPI will only correct data which the State Auditor has been made aware of prior to, or during, audit of data. However, corrections do not require State Auditor approval if submitted prior to, or during, audit of data.

A district wishing to correct personnel data after the close of the reporting year should submit a letter to OSPI. Include the relevant pages of the final S-275 report with the desired corrections clearly marked. The letter should indicate whether the corrections are submitted either:

- (a) Prior to the entrance conference by the State Auditor,
- (b) During the audit of data by the State Auditor (after entrance and before exit conference), or
- (c) As part of the audit resolution process, e.g., per the auditor's instructions.

Also, if the corrections are submitted during audit of data, the letter should indicate the State Auditor shall be provided a copy of the revisions.

WAC 392-117-045 Corrections to data reported to the superintendent of public instruction. School districts, charter school, and educational service districts shall submit corrections to district or charter school enrollment, personnel, and other data affecting state apportionment as provided in this section.

(1) If at any time prior to the completion of audit of data by the state auditor a school district, charter school, or educational service district discovers that data have been reported to the superintendent of public instruction in error, the district or charter school shall submit revised data. The "completion of audit" means the date of the exit conference held by the state auditor with district or charter school staff as part of the district's regular financial and state compliance audit.

(2) During audit of data, districts or charter schools submitting revised data shall provide a copy of revisions to the state auditor. "During audit" means between the entrance conference and the exit conference held by the state auditor with district or charter school staff as part of the district's or charter school's regular financial and state compliance audit.

(3) After audit of data by the state auditor, the district or charter school shall report revisions only as part of the audit resolution process pursuant to chapter 392-115 WAC. "After audit" means after the exit conference held by the state auditor with district or charter school staff as part of the district's or charter school's regular financial and state compliance audit.

(4) Unless the superintendent of public instruction provides instructions to the contrary, revised data shall be submitted in the same manner as the original report. The revised report shall contain an original signature of the educational service district superintendent, the school district superintendent, the charter school's lead administrator, or the authorized official.

Section 1.M. Edits of S-275 Data

Edits provide means by which districts can review reported data, identify potential errors, and initiate corrective action if necessary. Because personnel data are used in calculation of state funding, the data is subject to audit by the State Auditor. Resolving discrepancies immediately helps eliminate errors in funding and potential audit exceptions, both of which can result in adjustments to apportionment.

Edits should be processed as part of reports S-275. This means the district will receive any edit exceptions immediately after submitting data updates, thereby allowing the district to maintain timely submission of accurate and complete data.

If necessary, additional edit exceptions may be sent to the district directly from OSPI. These edits do not find all errors, nor do they relieve districts from the responsibility to report accurate data. It is the district's responsibility to review edits and all data and to make appropriate corrections. For more information on edits refer to Appendix B.

Section 1.N. Verification of Personnel Data

Data submitted by the district through the S-275 reporting process to OSPI are reiterated on Reports S-275 Certificated Personnel, S-275 Classified Personnel, and S-275 Combined Personnel. The completeness and accuracy of all data on those reports are the district's responsibility. Districts are to verify all data reported through the S-275 reporting process.

Note the instructions on page 18 anticipate corrections to edit exceptions will be made by December 31, 2018. Complete and accurate data are crucial to the legislative process and must be available at that time.

Section 2. Definitions of Data Items

Section 2.A. Demographic Information

Item A.1 County-District Code

Report the two-digit code number of the county in which the central office of the reporting district is located and the three-digit district code number. ESDs enter "801" for the district code.

Item A.2 Certificate Number

Report the seven-digit certificate number assigned by OSPI upon first issue of a permanent certificate. Certificate numbers start with a numerical character (example—456789A).

The following are examples of certificate categories; they start with an alphabetical character and are not valid certificate numbers:

- Permit
- T310600 (teacher)
- E310516 (educational staff associate)
- A880715 (administrator)

When submitting data on new certificated employees, check the OSPI Certification records in the EDS e-Certification system to see if a certificate number has recently been assigned. If the individual has no seven-digit certification record number assigned by OSPI, leave this item blank.

Item A.3 Social Security Number

Report the nine-digit number assigned by the Social Security Administration (xxx-xx-xxxx). This is the primary record control number for data submitted on this report and must be reported correctly.

Districts should not send complete social security numbers via email, as that is not a secure method of sending privacy data.

Item A.4 Individual's Name

Report the last, first, and middle names of the employee.

Item A.5 Birth Date

Report the month, day, and year of birth; use numbers.

Item A.6 Sex Code

M = Male, F = Female, X = Not exclusively male or female.

Item A.7 Hispanic Ethnicity Code

Federally mandated reporting of staff ethnicity and race data requires districts to collect data about Hispanic origin and about race, using a “two-part question.” Districts must answer both questions. If the employee does not provide this information, the district should report the data based on the judgment of the district’s reporting official.

Ethnicity and race categories are set by the federal government. For purpose of this report, Hispanic or Latino is an ethnicity category, not a race category.

- (1) The first part of the question asks, Is this person Hispanic or Latino?
- (N) No, not Hispanic or Latino
 - (Y) Yes, Hispanic or Latino

Hispanic or Latino - A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Item A.8 Race Code

- (2) The second part of the question asks, What race categories does the person belong to?
- (W) White
 - (B) Black or African American
 - (I) American Indian or Alaska Native
 - (A) Asian
 - (P) Native Hawaiian or Other Pacific Islander

A person may be reported in more than one category. Also, the previous “Asian or Pacific Islander” category has been split into two categories: “Asian” and “Native Hawaiian or Other Pacific Islander.”

(W) White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

(B) Black - A person having origins in any of the black racial groups of Africa.

(I) American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

(A) Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

(P) Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Australia, New Zealand, New Guinea, or other Pacific Islands.

These standards allow more accurate identification of staff ethnicity and race data, reflect population changes, and are consistent with U.S. Census data. The federal guidance is at

<https://www2.ed.gov/policy/rschstat/guid/raceethnicity/questions.html>.

Item A.9 October 1 – CBRTN Code

Report B, R, T, or N only for employees who are reported this year but were not reported by the district in the previous year. For all other employees this item must be C. Report the appropriate code according to the following criteria:

C Continuing Individual - An individual who was reported by the district in the previous year, unless the person is a certificated employee with less than 0.5 certificated years of experience as of August 31. In that case report such a person as a beginning individual.

B Beginning Individual - An individual with a certificated assignment who is reported with less than 0.5 certificated years of experience.

R Re-Entering Individual - An individual with a certificated assignment who was not reported in a certificated capacity anywhere during the previous 2017–18 school year, and has at least 0.5 certificated years of experience as of August 31. Report in this category an individual returning from leave.

Do not report an individual as re-entering who was reported by the district during the previous 2017–18 school year and is again employed for the current 2018–19 school year.

T Transferring to District - An individual with a certificated assignment who was employed in a certificated capacity in another Washington district (in a public or a private school), another state, or foreign country during the previous 2017–18 school year and has at least 0.5 certificated years of experience as of

August 31, and was not reported by the current 2018–19 school year’s employing district last year.

N New Employee - An employee with only classified assignments that was not reported by the reporting district for the previous 2017–18 school year.

Item A.10 National Board for Professional Teaching Standards Certification Expiration Date

For teachers and other certificated instructional staff (CIS) who hold, or held, current certification by the national board for professional teaching standards, report the expiration date of the national board certification in month-day-year (MM-DD-YYYY) format. School districts can verify this expiration date on the following website directory for the national board for professional teaching standards <http://www.nbpts.org/nbct-search/>.

Report the expiration date of certificates from the national board for professional teaching standards only. Leave this item blank for all other staff.

OSPI will use this data field to generate the initial list of teachers and other CIS that may be eligible for the national board bonus, including those first-year national board teachers who become eligible during the school year. If eligible, the individual shall be provided the national board bonus according to instructions published in an annual OSPI bulletin. Instructions will also include how to report eligible staff not reported on the district’s S-275 report.

Section 2.B. Education and Experience Information

Based on 2018 legislation, OSPI no longer uses “staff mix” for salary placement and the state funding of certificated instructional staff salaries after the 2017–18 school year.

However, during the 2018-19 transitional year, OSPI will continue to collect degree, credits, and experience data for certificated staff, as in previous years; so S-275 reporting for 2018-19 will look much the same as for 2017-18

Report the highest degree, total credits, and certificated years of experience for individuals with at least one snapshot base contract duty assignment as a certificated employee, even if that individual has one or more duty assignments as a classified employee. There is no need to report highest degree, total credits, and certificated years of experience for individuals employed solely in classified duty assignments.

Maintain a file for each certificated employee that contains documentation for degree, credits, and experience data reported in *Items B.1 through B.7* (WAC 392-121-280). See the discussion of documentation requirements beginning on page 20 of these instructions.

Degree, credits, and experience data reported on the S-275 may differ from degree, credits, and experience data recognized in the district's local salary schedule or recorded in the district's payroll process.

Item B.1 October 1 – Highest Degree Level

Report each employee's highest degree level as of October 1, 2018. The degree must be from an accredited college or university, either regionally or nationally accredited according to WAC 181-78A-010(7). However, there is no requirement the highest degree be related to education or to the individual's assignment. Determine the employee's highest degree, and report the appropriate one-letter code. Report this item for each employee with a certificated duty assignment (duties 110 through 640). For classified employees, this item may be left blank.

If the employee's highest degree is from an institution in a country other than the United States, refer to WAC 181-79A-260 regarding a written statement of degree equivalency for the appropriate degree.

WAC 181-79A-260 Establishing equivalency for course work, degrees and programs completed in countries outside the United States. Certification candidates who have completed degree and/or approved professional preparation programs in a country other than the United States may be required to provide one or more of the following:

- (1) A transcript from a regionally accredited United States college or university indicating that the college/university has accepted the degree as equivalent to its degree.
- (2) A statement of degree equivalency for the appropriate degree from a foreign credentials' evaluation agency approved by the office of the superintendent of public instruction.

For certificated employees with college degrees, report as degree level:

- B** Persons holding a bachelor's degree as the highest degree, that are not reported with degree level G or H.

H Persons who obtain a bachelor's degree while employed in the state of Washington as a nondegreed vocational (CTE) instructor. (H means "hold harmless," or that persons are not penalized for obtaining a bachelor's degree.)

G Persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410). These persons are grandfathered at the BA+135 column.

M Persons holding a master's degree or any other degree between the master's and doctorate as the highest degree.

D Persons holding a doctorate degree as the highest degree.

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" according to WAC 392-121-250(2)(b)), report as degree level:

V Vocational (CTE) instructors holding valid vocational (CTE) certificates as provided for in chapter 181-77 WAC.

S Persons who are in special circumstances holding:

- A valid continuing or standard school nurse certificate.
- A valid limited certificate authorized per WAC 181-79A-140(3) or (6).
- A position defined as certificated in these instructions such as a superintendent, deputy superintendent, or assistant superintendent.

Highest Degree
Eligibility Criteria

WAC 392-121-249 Definition—
Accredited institution of higher education. As used in this chapter, “accredited institution of higher education” means an institution of higher education that has been accredited by a national or regional accrediting association recognized by the Washington student achievement council and the secretary of the U. S. Department of Education pursuant to WAC 181-78A-010(7).

WAC 392-121-250 Definition—
Highest degree level. As used in this chapter, the term “highest degree level” means:

- (1) The highest degree earned by the employee from an accredited institution of higher education, pursuant to WAC 392-121-249; or
- (2) “Nondegreed” for a certificated instructional employee who:
 - (a) Holds no bachelor’s or higher level degree; or
 - (b) Holds a bachelor’s or higher level degree and a valid vocational/career and technical education certificate, but:

Highest Degree
Documentation Criteria

WAC 392-121-280 ~~((Placement on LEAP salary allocation documents)) Reporting education and experience on Report S-275—Documentation required.~~ School districts and charter schools shall have documentation on file and available for review which substantiates each certificated instructional employee’s ~~((placement on LEAP salary allocation documents))~~ degrees, credits, and certificated years of experience. The minimum requirements are as follows:

- (1) Districts and charter schools shall document the date of awarding or conferring of the highest degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the accredited institution of higher education.
 - (a) If the highest degree is a master’s degree, the district or charter school shall also document the date of awarding or conferring of the first bachelor’s degree.
 - (b) If the degree was awarded by an institution which does not confer degrees after each term, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

**WAC 392-121-250 Definition—
Highest degree level.**

...

(i) The bachelor's or higher level degree was not a requirement of any past or present education certificate or permit, including the vocational/career and technical education certificate, pursuant to chapter 181-77 or 181-79A WAC; and

(ii) Whose highest placement pursuant to WAC 392-121-270 is as a nondegreed certificated instructional employee.

WAC 392-121-280 ~~((Placement on LEAP salary allocation documents)) Reporting education and experience on Report S-275—Documentation required.~~

...

(c) If the degree program was completed in a country other than the United States, documentation must include documentation in English of degree equivalency for the appropriate degree as allowed by WAC 181-79A-260: *Provided*, That documentation of degree equivalency is not required if that institution of higher education is already accredited pursuant to WAC 181-78A-010(7).

[Proposed change.]

Documentation of degrees—WAC 392-121-280(1):

- The degree must be documented by a diploma or transcript issued by the registrar of the awarding institution and, in the case of a degree from a foreign institution, by a statement of degree equivalency from an approved foreign credentials evaluation agency.
- Documents from sources other than the registrar (e.g., the instructor) are not valid documentation.

Item B.1 Notes:

1. An educational specialist degree is reported as degree level M.
2. A juris doctorate is reported as degree level D. Also, other professional doctorate degrees are reported as degree level D, such as:
 - Doctor of Education (EdD)
 - Doctor of Psychology (PsyD)
 - Doctorate in Social Work (DSW)
 - Doctorate of Physical Therapy (DPT) and
 - Doctorate of Occupational Therapy (OTD)

3. The term "obtain," as used with degree level H, may also be interpreted to mean "obtain the use of."
4. Do not report employees with degree level G (bachelor's degrees grandfathered at BA+135) unless they are reported with at least 135 total eligible credits. Also, employees reported with degree level G must have been reported with at least 135 total eligible credits on the S-275 report, by a Washington school district or ESD, before January 1, 1992.
5. Report an employee as nondegreed with degree level V only if:
 - The employee holds no bachelor's or higher level degree; or
 - The employee holds a bachelor's or higher level degree and a valid vocational (CTE) certificate, but has not used the degree(s) to obtain any past or present education certificate or permit.

The employee must not have used the degree to obtain a certificate (including conditional certificate, temporary permit, etc., anything that would constitute a "certificate" or education credential by the state of Washington). If the degree has been used for a state of Washington purpose, such as to obtain a Washington education credential or certificate, then the state of Washington must and shall recognize that degree, and the employee cannot be reported as nondegreed. Report such employees with highest degree level B, H, G, M, or D.

Do not report employees as nondegreed with degree level V if they have ever used a degree to obtain the following endorsements on vocational (CTE) initial, initial renewal, continuing, or continuing renewal certificates, which normally require a bachelor's degree per WAC 181-77-031:

- Agriculture Education – V010000
- Business Education – V070000
- Marketing Education – V080000
- Business and Marketing Education – V078000
- Family and Consumer Sciences Education – V200002
- Technology Education – V210100

The vocational (CTE) conditional certificate is not issued based on a degree; employees with such certificates may be reported as nondegreed (degree level V), if all other requirements are met.

6. RCW 28A.415.024(4)(a) requires school districts to submit degree information only after verification that the degree was earned from an accredited institution of higher education, either regionally or nationally accredited.
7. The accredited institution of higher education does not have to be located within the U.S.
8. "Regionally accredited institution of higher education" means an institution of higher education accredited by one of the following regional accrediting associations:
 - Middle States Commission on Higher Education - website: <http://www.msche.org/> (previously Middle States Association of Colleges and Schools).
 - New England Association of Schools and Colleges, Commission on Institutions of Higher Education - website: <http://www.neasc.org/>.
 - Higher Learning Commission - website: <http://www.hlcommission.org/> (previously North Central Association of Colleges and Schools).
 - Northwest Commission on Colleges and Universities - website: <http://www.nwccu.org/> (previously Northwest Association of Schools and Colleges).
 - Southern Association of Colleges and Schools, Commission on Colleges - website: <http://www.sacscoc.org/>.
 - Western Association of Schools and Colleges, Senior College and University Commission - website: <http://www.wascsenior.org/>.
 - Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges - website: <http://accjc.org>.
9. National accrediting associations include those recognized by the Washington Student Achievement Council and the Secretary of the U. S. Department of Education and included in the list of accrediting agencies at <http://www.k12.wa.us/certification/colleges/default.aspx>.
10. For degrees completed in a country other than the United States, a foreign credentials' evaluation is required not (only) for the language translation, but to determine U. S. equivalency and whether the foreign degree is equivalent to a degree earned from an accredited institution of higher education.

For S-275 reporting purposes, this requirement applies to degrees earned in Canada (unless the institution is regionally or nationally accredited). This requirement is different from that for certification purposes, which does not require evaluation of transcripts from Canada.

A foreign credentials' evaluation is not required if the foreign degree is from a college already accredited, such as one regionally accredited by the Northwest Commission on Colleges and Universities.

11. For S-275 reporting purposes, report with a G (grandfathered) bachelor's degree only those staff with 135 or more credits; staff with less than 135 credits do not have a G (grandfathered) bachelor's degree. See example 2D.

12. When reporting an employee's highest degree, determine:

- The date of awarding or conferring of the degree as recorded on the transcript (or diploma).
- If that date was on or before October 1, 2018, report that degree as the employee's highest degree.

Letters indicating the completion of all degree requirements at an earlier date do not meet the documentation requirements of WAC 392-121-280(1).

The exception in WAC 392-121-280(1)(b) applies only to a very few institutions which do not confer degrees after each term.

- Lesley University in Massachusetts discontinued that practice in 2006.
- Per OSPI conversation with the National University registrar on October 5, 2010, National University does not confer degrees after each term, which are monthly terms, but rather confers degrees quarterly (4 times per year). Therefore, National University meets the exception in WAC 392-121-280(1)(b).
- Per an October 24, 2011, letter from the registrar of Saint Martin's University, Saint Martin's University does not confer degrees after each term, with 3 periods for conferring degrees but up to 5 terms each year.

13. Electronic transcripts from the registrar of the institution are acceptable copies of documentation.

14. WAC 392-121-249 includes accredited institutions of higher education, but excludes institutions that are candidates and applicants for accreditation.

Examples—Highest Degree

2A: A teacher has a bachelor's degree and 140 eligible academic credits earned after the degree. This individual had earned 116 of the credits before January 1, 1992, and 24 of the credits after that date. Report this teacher with highest degree level B.

Another teacher is new to the district, but worked in another Washington school district last year. This person has a bachelor's degree and 140 eligible academic credits earned after the degree was awarded and before January 1, 1992. You checked and determined the prior district reported the credits on the S-275. Report this teacher with highest degree level G.

A third teacher has a bachelor's degree and 140 eligible academic credits earned after the bachelor's degree and before earning a master's degree. The master's was awarded before October 1 of the reporting year. Report this teacher with highest degree level M. The individual can no longer be reported with a bachelor's degree.

2B: A vocational (CTE) instructor teaches agriculture and holds a bachelor's degree in agricultural education. The degree was earned prior to the issue of the vocational (CTE) certificate. This teacher is reported with highest degree level B.

2C: A vocational (CTE) instructor teaches auto mechanics and is reported as "nondegreed" with highest degree level V. This teacher later obtains a bachelor's degree in math from an accredited institution of higher education, gets a teaching certificate, and teaches math. This teacher is then reported with degree level H and is considered to have obtained a bachelor's degree while employed in the state of Washington as a nondegreed vocational (CTE) instructor. This teacher would continue to be reported with nondegree credits recognized per WAC 392-121-259, WAC 392-121-270(4), and WAC 392-121-262. Also, this teacher would continue to be reported with certificated years of experience recognized per WAC 392-121-264(1)(e). Other eligible credits and certificated years of experience would be reported as for a certificated employee with a college degree.

Examples—Highest Degree

2D: Employee Gary Green is reported with highest degree level G and 142 total eligible credits earned after the degree was awarded and before January 1, 1992; he has a G (grandfathered) bachelor's degree.

Employee Randy Red is reported with highest degree level B and 154 total eligible credits, of which only 116 credits were earned before January 1, 1992; he does not have a G (grandfathered) bachelor's degree.

Employee Wanda White is reported with highest degree level G and 133 total credits; since less than 135 credits are reported, she does not have a G (grandfathered) bachelor's degree.

Item B.2 October 1 – Highest Degree Year

Report the year in which the highest degree was awarded or conferred. This item must be reported for each employee with a certificated duty assignment (duties 110 through 640). For all other employees this item may be left blank.

For certificated employees who are coded as degree level V or S (i.e., certificated employees without college degrees), report the initial reporting year as the highest degree year.

Item B.2 Notes:

1. If a person holds two or more degrees at the same highest degree level, enter the year when the first of those degrees was awarded or conferred (WAC 392-121-270[1]).

General Overview: Items B.3 through B.6 – Eligible and Documented Credits

The following discussion is a general overview of the credit reporting process. Specific instructions are discussed under *Item B.3* through *Item B.6*. Report credits according to these instructions, regardless of local salary placement policy.

Report these items for each employee with a certificated duty assignment (duty codes 110 through 640). For classified employees, these items may be left blank.

For degree level "B" or "G" – Report all eligible academic credits and eligible in-service credits earned since the awarding or conferring of the employee's first bachelor's degree. Report no excess and no nondegree credits.

For degree level "M" – Report all eligible academic credits and eligible in-service credits earned since the awarding or conferring of the employee's first master's degree. Report all eligible excess credits. Report no nondegree credits.

For degree level "D" – Report no credits.

For degree level "H" – Report all eligible academic credits and eligible in-service credits earned since the awarding or conferring of the employee's first bachelor's degree. Report no excess credits. Continue to report all eligible nondegree credits prior to the obtaining of the employee's first bachelor's degree.

For degree level "S" or "V" – Report all eligible nondegree credits. Report no academic, no in-service, and no excess credits.

WAC 392-121-261 Definition—Total eligible credits. As used in this chapter, "total eligible credits" means the total number of credits determined as follows:

- (1) For an employee whose highest degree is a bachelor's degree, sum:
 - (a) Academic and in-service credits; and
 - (b) Nondegree credits, determined pursuant to WAC 392-121-259 and reported on Report S-275 prior to the awarding of the bachelor's degree for vocational/career and technical education instructors who obtain a bachelor's degree while employed in the state of Washington as a nondegreed vocational/career and technical education instructor.
- (2) For an employee whose highest degree is a master's degree, sum:
 - (a) Academic and in-service credits in excess of forty-five earned after the awarding or conferring of the bachelor's degree and prior to the awarding or conferring of the master's degree; and
 - (b) Academic and in-service credits earned after the awarding or conferring of the master's degree.
- (3) For a nondegreed employee sum only nondegree credits.

Use the following summary table as a guide to the categories of credit that may be reported on the S-275. The number and reporting category of eligible credits depends upon the employee's highest degree level reported in *Item B.1* and the date on which credits were earned. Determine the categories of eligible credits to be reported indicated on the table below for an employee whose highest reported degree in *Item B.1* is as indicated. Report all credits rounded to one decimal place.

| Summary: Reporting Credits | | | | | | | |
|--|---------------|----------------------|-----|----|------|-----------------|-----|
| Credit Reporting Category | S-275 Item | Highest Degree level | | | | | |
| | | With Degrees | | | | Without Degrees | |
| | | B, G | M | D | H | S | V |
| Academic (after highest degree) | B.3 | Yes | Yes | No | Yes | No | No |
| In-service (after highest degree) | B.4 | Yes | Yes | No | Yes | No | No |
| Excess | B.5 | No | Yes | No | No | No | No |
| Nondegree - converted occupational experience | B.6 | No | No | No | Some | No | Yes |
| - approved vocational (CTE) educator training | | No | No | No | Some | No | Yes |
| - special (WAC 392-121-259[2]) | | No | No | No | No | Yes | No |
| <p>Yes = The credit type may be reported for individuals reported with this degree level.</p> <p>No = The credit type may not be reported for individuals reported with this degree level.</p> <p>Some = Some of the credits of this type may be reported for individuals reported with this degree level.</p> | | | | | | | |

Criteria applicable to all credits. There are two aspects of each credit reported: eligibility and documentation. Credits must be both eligible and documented before they are reported. Do not report credits that do not meet the eligibility criteria. Do not report credits that do not meet the documentation criteria. To eliminate potential audit exceptions and consequential adjustment of apportionment, ensure all reported credits are both eligible and properly documented in accordance with the criteria discussed with *Items B.3 through B.6*. See Appendix C for sample documentation forms.

Remember the additional "relevancy" criteria apply to all credits earned after September 1, 1995, according to WAC 392-121-262. However, these additional criteria do not apply to degrees.

Eligibility Criteria

WAC 392-121-262 Definition—
Additional criteria for all credits.
Credits earned after September 1, 1995, must satisfy the following criteria in addition to those found in WAC 392-121-255, 392-121-257, and 392-121-259:

- (1) At the time credits are recognized by the school district or charter school the content of the course must meet at least one of the following:
 - (a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;
 - (b) It pertains to the individual's current assignment or expected assignment for the following school year;
 - (c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;
 - (d) It is specifically required for obtaining advanced levels of certification;
 - (e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;

Documentation Criteria

WAC 392-121-280 (~~Placement on LEAP salary allocation documents~~) Reporting education and experience on Report S-275—
Documentation required. School districts and charter schools shall have documentation on file and available for review which substantiates each certificated instructional employee's ~~placement on LEAP salary allocation documents~~ degrees, credits, and certificated years of experience. The minimum requirements are as follows: . . .

- (2) Districts and charter schools shall document academic credits . . .
- (e) For credits earned after September 1, 1995, districts and charter schools shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district or charter school representative and must be available to the employee's future employers. . . .
- (3) Districts and charter schools shall document in-service credits . . .

**WAC 392-121-262 Definition—
Additional criteria for all credits.**

...

(f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or

(g) Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

(2) Credits which have been determined to meet one or more of the criteria in subsection (1) of this section shall continue to be recognized in subsequent school years and by subsequent school district and charter school employers; and

(3) Credits not recognized in a school year may be recognized in a subsequent school year if there is a change in the qualifying criteria such as a change in professional educator standards board rules, a change in the district's or charter school's strategic plan, a change in the school-based plan for the school in which the individual is assigned, a change in the individual's assignment, or a change in the individual's employer.

**WAC 392-121-280 (~~Placement on LEAP salary allocation documents~~)
~~Reporting education and experience on Report S-275~~—Documentation required.**

...

(b) For credits earned after September 1, 1995, districts and charter schools shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district or charter school representative and must be available to the employee's future employers.

(4) Districts and charter schools shall document nondegree credits . . .

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

...

[Proposed change.]

Item B.3 October 1 – Total Academic Credits since Highest Degree

Refer to the general overview on page 46. Do not report credits here that are reported in *Items B.4 through B.6*.

Item B.3 Notes:

1. To be eligible, academic credits must meet all the criteria of WAC 392-121-255.
2. All academic credits earned after September 1, 1995, must also satisfy the additional criteria of WAC 392-121-262 as discussed on page 49.
3. The transcript that documents the credits must be issued by the institution awarding the credits.
4. Documents must be from the registrar to be valid documentation. Electronic transcripts from the registrar of the institution, including those sent via eSCRIP-SAFE, are acceptable copies of documentation. A February 28, 2013, email message from the Office of the Attorney General provides the following clarification regarding transcripts.

WAC 392-121-280(2) requires:

- The district have a transcript on file; and
- The transcript must be from the registrar of the college or university (the transcript must indicate it is from the registrar).

There is no requirement in WAC 392-121-280(2) that:

- Dictates the form of the transcript; or
 - Requires the transcript to be sealed; or
 - Requires the transcript to be signed; or
 - Requires the transcript to be sent directly from the registrar. (Previous employing school districts may transfer the certificated employee's transcript, or copies of transcripts, to the new employing school district.)
5. An academic credit is deemed earned at the end of the term for which it appears on the transcript. Only a written statement by the registrar, including those provided by email, can establish an academic credit was earned prior to the date on which the term ended. (See WAC 392-121-280[2][a] above.)

Academic Credits
Eligibility Criteria

WAC 392-121-255
Definition—Academic credits. As used in this chapter, “academic credits” means credits determined as follows:

(1) Credits are earned after the awarding or conferring of the employee’s first bachelor’s degree;

(2) Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter;

(3) Credits are earned from an accredited institution of higher education: *Provided*, That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section, earned from any other accredited community college, college, or university and reported on Report S-275 on or before December 31, 1992, shall continue to be reported;

Academic Credits
Documentation Criteria

WAC 392-121-280 (~~*Placement on LEAP salary allocation documents*~~) *Reporting education and experience on Report S-275*—

Documentation required. School districts shall have documentation on file and available for review which substantiates each certificated instructional employee’s (~~*placement on LEAP salary allocation documents*~~) *degree, credits, and certificated years of experience*. The minimum requirements are as follows: . . .

(2) Districts shall document academic credits by having on file a transcript from the registrar of the accredited institution of higher education granting the credits. For purposes of this subsection:

(a) An academic credit is deemed “earned” at the end of the term for which it appears on the transcript: *Provided*, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

(b) Washington state community college credits numbered one hundred and above are deemed transferable for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection;

(c) Credits are not deemed “earned” at an institution of higher education which transfers-in credits. Such credits must be documented using a transcript from the initial granting institution and are subject to all the limitations of WAC 392-121-255;

**WAC 392-121-255 Definition—
Academic credits.**

...

(4) Credits are transferable or applicable to a bachelor's or more advanced degree program:

Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted;

(5) Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262;

(6) Credits are not counted as in-service credits pursuant to WAC 392-121-257 or nondegree credits pursuant to WAC 392-121-259;

(7) The number of credits equals the number of quarter hours, units or semester hours each converted to quarter hours earned pursuant to this section; and

(8) Accumulate credits rounded to one decimal place.

**WAC 392-121-280 (~~Placement on LEAP salary allocation documents~~)
~~Reporting education and experience on Report S-275—Documentation required.~~**

...

(d) If the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from a foreign credentials' evaluation agency approved by the office of superintendent of public instruction: *Provided*, That documentation of credit equivalency is not required if that institution of higher education is already accredited pursuant to WAC 181-78A-010(7); and

(e) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

[Proposed change.]

6. Credits grandfathered according to provisions in WAC 392-121-255(3) must have been reported through the S-275 reporting process on or before December 31, 1992. Districts should place a copy of such a prior S-275 report (in 1992 it was known as Report S-727) in the individual's personnel file.
7. Accumulate credits rounded to one decimal place (see the discussion of rounding beginning on page 22). The cumulative total of academic credits in the documentation file should correspond to the number of credits on Report S-275. Verification of this condition should be a routine part of S-275 reporting and updating.
8. "Regionally accredited institution of higher education" means an institution of higher education accredited by one of the following regional accrediting associations:
 - Middle States Commission on Higher Education - website: <http://www.msche.org/> (previously Middle States Association of Colleges and Schools).
 - New England Association of Schools and Colleges, Commission on Institutions of Higher Education - website: <http://www.neasc.org/>.
 - Higher Learning Commission - website: <http://www.hlcommission.org/> (previously North Central Association of Colleges and Schools).
 - Northwest Commission on Colleges and Universities - website: <http://www.nwccu.org/> (previously Northwest Association of Schools and Colleges).
 - Southern Association of Colleges and Schools, Commission on Colleges - website: <http://www.sacscoc.org/>.
 - Western Association of Schools and Colleges, Senior College and University Commission - website: <http://www.wascsenior.org/>.
 - Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges - website: <http://accjc.org>.
9. National accrediting associations include those recognized by the Washington Student Achievement Council and the Secretary of the U. S. Department of

Education and included in the list of accrediting agencies at <http://www.k12.wa.us/certification/colleges/default.aspx>.

10. The accredited institution of higher education does not have to be located within the U.S.
11. Convert to quarter credits prior to reporting. Semester credits convert to quarter credits in the ratio two-to-three; so four semester credits convert to six quarter credits. Trimester credits for a typical 15-week trimester also convert to quarter credits in the ratio two-to-three. Report credits rounded to one decimal place.
12. Academic credits must have been earned after the awarding or conferring of the employee's first bachelor's degree (not "after completion of all requirements" for the first bachelor's degree). There are no exceptions which allow the reporting of academic credits earned before the awarding or conferring of the employee's first bachelor's degree.

Example 2E—Academic Credits. A teacher completed the following two courses at a local community college after her bachelor's degree:

- ENGL 101, English Composition I
- MATH 090, Basic Math

The English course is transferable to a bachelor's degree for purposes of WAC 392-121-255(4), but the Math course is not.

Item B.4 October 1 – In-service Credits Earned after 8/31/87 and Since Highest Degree

Refer to the general overview on page 46. Report credits earned in either a locally approved in-service training program or a state-approved continuing education program and which are not earned for the purpose of satisfying the requirements of the employee's next highest degree. Do not report credits here which are reported in *Items B.3, B.5, or B.6*.

In-service Credits
Eligibility Criteria

In-service Credits
Documentation Criteria

WAC 392-121-257 Definition—In-service credits.
As used in this chapter, “in-service credits” means credits determined as follows:

- (1) Credits are earned:
 - (a) After August 31, 1987; and
 - (b) After the awarding or conferring of the employee’s first bachelor’s degree.
- (2) Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
- (3) Credits are earned in either:
 - (a) A locally approved in-service training program which means a program approved by a school district board of directors, and meeting standards adopted by the professional educator standards board pursuant to the standards in WAC 181-85-200 and the development of which has been participated in by an in-service training task force whose membership is the same as provided under RCW 28A.415.040; or
 - (b) A state approved continuing education program offered by an education agency approved to provide in-service for the purposes of continuing education as provided for under rules adopted by the professional educator standards board pursuant to chapter 181-85 WAC.
- (4) Credits are not earned for the purpose of satisfying the requirements of the employee’s next highest degree.

WAC 392-121-280
~~*Placement on LEAP salary allocation documents)) Reporting education and experience on Report S-275—Documentation required.*~~ School districts shall have documentation on file and available for review which substantiates each certificated instructional employee’s ~~*((placement on LEAP salary allocation documents)) degrees, credits, and certificated years of experience.*~~ The minimum requirements are as follows: . . .

- (3) Districts shall document in-service credits:
 - (a) By having on file a document meeting standards established in WAC 181-85-107; and

WAC 392-121-257 Definition—In-service credits.

...

(5) Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.

(6) Credits are not counted as academic credits pursuant to WAC 392-121-255 or nondegree credits pursuant to WAC 392-121-259.

(7) Ten locally approved in-service or state approved continuing education credit hours defined in WAC 181-85-030 equal one in-service credit.

(8) Each forty hours of participation in an approved internship with a business, industry, or government agency pursuant to chapter 181-83 WAC equals one in-service credit.

(a) No more than two in-service credits may be earned as a result of an internship during any calendar-year period.

(b) Each individual is limited to a maximum of fifteen in-service credits earned from internships.

(9) Accumulate credits rounded to one decimal place.

WAC 392-121-280

((Placement on LEAP salary allocation documents)) Reporting education and experience on Report S-275—

Documentation required.

...

(b) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

[Proposed change.]

Item B.4 Notes:

1. Eligible in-service credits must meet all the criteria of WAC 392-121-257.
2. All in-service credits earned after September 1, 1995, must also satisfy the additional criteria of WAC 392-121-262 as discussed in the general overview.
3. Semester and quarter credits earned from accredited institutions of higher education are eligible in-service credits if they are not earned for the purpose of satisfying the requirements of the employee's next highest degree and are not reported as academic credits, *Item B.3*.

4. College courses completed after March 8, 1997, can be reported as in-service credits only if the course:
 - Is semester or quarter credits at the freshman (normally 100) level or higher; or
 - Qualifies for continuing education credit under WAC 181-85-025(2), i.e., clock hours which are documented on either an approved in-service registration form or an in-service transcript.
5. To be eligible, clock hour providers must be approved by the Washington Professional Educator Standards Board and courses must be offered in accordance with chapter 181-85 WAC.

For the latest list of approved providers, see the following website:

<http://www.k12.wa.us/certification/clockhours.aspx>.

WAC 181-85-030 Continuing education—Definition.

As used in this chapter, the term "continuing education" shall mean:

...

(2) All continuing education credit hours awarded by a vocational-technical college pursuant to WAC 181-85-030(3) and all continuing education credit hours awarded in conformance with the in-service education procedures and standards specified in this chapter by an approved in-service education agency.

6. In-service credits are earned on the completion date indicated on the documentation form.
7. In -service program classes must be a minimum of three hours to be eligible for recognition (WAC 181-85-030[6]). This requirement applies to both teachers and educational staff associates.

WAC 181-85-030 Continuing education credit hour—Definition.

As used in this chapter, the term "continuing education credit hour" shall mean:

...

(6) In the application of this section, for the purpose of official records of the amount of in-service credit hours, the in-service provider or the superintendent of public instruction shall round continuing education credit hours down to the nearest half hour of credits actually completed—i.e., .50, and .00—and in no case shall an applicant receive credit for an in-service program that was less than a total of three continuing education credit hours.

8. Convert ten 60-minute hours of instruction (clock hours) in course work provided by an approved provider to one in-service credit prior to reporting.
9. Continuing education units (CEUs), continuing education, and in-service earned under rules of other states are not reportable.
10. A cumulative total of in-service credits in the documentation file should correspond to the number of credits on Report S-275.
11. As of October 2018, the OSPI Certification Office accepts as proper documentation of continuing education, either:
 - An in-service (clock hour) transcript issued by an OSPI pre-approved agency/district in-service transcript provider.
 - The OSPI in-service registration form approved by OSPI and issued by the clock hour provider.
 - A payment voucher issued by North Central Educational Service District (ESD 171).
 - A WA State Clock Hour In-Service Certification Form from the Archdiocese of Seattle.

**The Form SPI 1125 is a four-part (Section I, II, III, IV) form with an affidavit signed by the participant. This form is given only to the approved clock hour provider for distribution and is not available via the OSPI website. The approved clock hour provider may remove the SPI logo and place their own logo on the top of the form. Providers are also able to add additional sections or requests for information to the form. However, changes in the overall look of the form should not be made to four sections of the form so that it may be recognized by participants and employers.*

These are the only acceptable forms of documentation for approved clock hours. Even if an agency is on the approved clock hour provider list, the clock hours are not eligible unless there is acceptable documentation. A certificate of completion, letter, or certificate of achievement or professional development cannot be used to document approved clock hours, unless the individual holds an ESA certificate and a state health professions license that requires continuing education (see the following Note 12).

For the latest list of acceptable documentation, see Acceptable Documentation for Clock hours at the following website:

<http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>.

12. WAC 181-85-077 allows ESAs to use continuing education units (CEUs), credits, or clock hours that satisfy the continuing education requirements for their state professional health license, for Washington and any other state, as in-service credits. ESA Clock Hour Verification, Form SPI CERT 4098V, is used to document license hours as clock hours for certification purposes. See website: <http://www.k12.wa.us/certification/LicenseHours.aspx>. To be eligible, an ESA must hold the following Washington State Department of Health license:

- Licensed advanced registered nurse practitioner (ARNP) (WAC 246-840-360),
- Licensed occupational therapist (WAC 246-847-065),
- Licensed marriage and family therapist (counselor) (WAC 246-809-600),
- Licensed mental health counselor (WAC 246-809-600),
- Licensed physical therapist (WAC 246-915-085),
- Licensed psychologist (WAC 246-924-230),
- Licensed registered nurse (RN) (WAC 246-840-220, revised 2016), effective January 1, 2011,
- Licensed social worker (WAC 246-809-600), or
- Licensed speech-language pathologist or audiologist (WAC 246-828-510).

ESAs with other than the above Washington licenses do not require continuing education to maintain their professional health license and may not use continuing education units (CEUs), credits, or clock hours accordingly.

WAC 181-85-077 Continuing education credit—ESAs.

Educational staff associates may use credits or clock hours that satisfy continuing education requirements for state professional licensure toward fulfilling professional educator standards board continuing education certification requirements.

13. Continuing education includes credit hours awarded in conformance with WAC 181-85-033.

14. There is no “repeat” restriction in WAC 392-121-257. In-service credits may be earned in subsequent undertakings of the same clock hour course or program, as long as all other requirements are met.

Item B.5 October 1 – Credits in Excess of 45 Earned Between the BA and MA

Credits in excess of 45 earned between the BA and MA are referred to in these instructions as excess credits. Refer to the general overview on page 46. Do not report credits here that are reported in *Items B.3, B.4, or B.6*.

WAC 392-121-261 Definition—Total eligible credits.

(2) For an employee whose highest degree is a master's degree, sum:

(a) Academic and in-service credits in excess of forty-five earned after the awarding or conferring of the bachelor's degree and prior to the awarding or conferring of the master's degree; and

(b) Academic and in-service credits earned after the awarding or conferring of the master's degree.

Documentation—WAC 392-121-280: Districts shall document credits in excess of 45 earned between the BA and MA in the same manner as for *Items B.3 and B.4*.

Determine excess credits following the instructions in WAC 392-121-261(2)(a):

- Step 1. Determine the awarding or conferring dates of the first bachelor's degree and the first master's degree as discussed in *Item B.1*.
- Step 2. Total all eligible academic credits and all eligible in-service credits earned between these two dates.
- Step 3. Subtract 45 from the total credits in step 2 above.
- Step 4. Report the remainder in step 3 as excess credits in *Item B.5*. Do not report a number less than zero.

Report zero credits in *Items B.3, Academic Credits, and B.4, In-service Credits*, in the initial year the master's degree is reported unless the individual has credits earned after the master's degree for that year. Report all credits earned after the master's degree regardless of how many credits it took to earn the master's degree. In following years, academic and in-service credits earned after the master's degree are accumulated and reported as they are earned. The excess credits computed in step 4 when the master's degree was initially earned should continue to be reported without change.

Item B.5 Notes:

1. Excess credits cannot be calculated or reported if there was no bachelor's degree earned, or if the bachelor's and master's degrees were earned on the same date. See example 2I.
2. Excess credits cannot be calculated or reported if the bachelor's degree cannot be reported, such as:
 - From a college not accredited.
 - A foreign degree not evaluated to be equivalent to a bachelor's degree from an accredited college.

Examples—Credits in Excess of 45 Earned between the BA and MA and Credits Earned after the MA

2F: An employee earned a bachelor's degree on July 1, 2009, and a master's degree on July 1, 2011. This person earned 52 credits between the bachelor's degree (July 1, 2009) and the master's degree (July 1, 2011). This person has 7 excess credits (7 credits in excess of 45 earned between the bachelor's degree and master's degree). He also earned 3 eligible academic credits and 5 eligible in-service credits after the master's degree and prior to October 1. Report 3 academic credits in *Item B.3*. Report 5 in-service credits in *Item B.4*. Report $(52 - 45 =) 7$ excess credits in *Item B.5*. This employee's total eligible credits = $(3 + 5 + 7 =) 15$.

2G: An employee earned a bachelor's degree on June 15, 2008, and a master's degree on June 15, 2009. This person earned 45 credits between the bachelor's degree (June 15, 2008) and the master's degree (June 15, 2009). This person has zero (0) excess credits (zero (0) credits in excess of 45 earned between the bachelor's degree and master's degree). He also earned 3 eligible academic credits and 6 eligible in-service credits after the master's degree and prior to October 1. Report 3 academic credits in *Item B.3*, and 6 in-service credits in *Item B.4*. Report zero (0) excess credits in *Item B.5*. This employee's total eligible credits = $(3 + 6 =) 9$.

2H: An employee earned a bachelor's degree on January 20, 2007, and a master's degree on September 10, 2008. This person earned 39 credits between the bachelor's degree (January 20, 2007) and the master's degree (September 10, 2008). This person has zero (0) excess credits (zero (0) credits in excess of 45

earned between the bachelor's degree and master's degree). He also earned 25 eligible academic credits and 20 eligible in-service credits after the master's degree and prior to October 1. Report 25 academic credits in *Item B.3*, and 20 in-service credits in *Item B.4*. Report zero (0) excess credits in *Item B.5*. This employee's total eligible credits = (25 + 20 =) 45.

2I: An employee earned a bachelor's degree and master's degree on August 1, 2011. This person earned zero (0) credits between the bachelor's degree (August 1, 2011) and the master's degree (August 1, 2011). This person has zero (0) excess credits (zero (0) credits in excess of 45 earned between the bachelor's degree and master's degree). He earned zero (0) credits after the master's degree and prior to October 1. Report zero (0) academic credits in *Item B.3*, and zero (0) in-service credits in *Item B.4*. Report zero (0) excess credits in *Item B.5*. This employee's total eligible credits = zero (0).

Item B.6 October 1 – Nondegree Credits

Refer to the general overview on page 46. Report credits recognized for nondegreed certificated instructional employees following the provisions of WAC 392-121-259. Nondegree credits are reported only for certificated employees who are reported with highest degree level S, V, or H.

Nondegree Credits
Eligibility Criteria

Nondegree Credits
Documentation Criteria

WAC 392-121-259 Definition—
Nondegree credits. As used in this chapter, “nondegree credits” means credits recognized for nondegreed certificated instructional employees as follows:

(1) Zero credits shall be recognized for persons holding a valid certificate other than a certificate included in subsection (2) or (3) of this section.

(2) Thirty credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

WAC 392-121-280 ~~((Placement on LEAP salary allocation documents))~~ Reporting education and experience on Report S-275—Documentation required. School districts shall have documentation on file and available for review which substantiates each certificated instructional employee’s ~~((placement on LEAP salary allocation documents))~~ degrees, credits, and certificated years of experience. The minimum requirements are as follows: . . .

(4) Districts shall document nondegree credits.

(a) For vocational/career and technical education educator training credits pursuant to WAC 392-121-259(3) districts shall have on file a document meeting standards established in WAC 181-85-107 and evidence that the training was authorized pursuant to WAC 181-77-003(2), (9), or (12).

(b) For credits calculated from converted occupational experience pursuant to WAC 392-121-259(3) districts should have on file documents, which provide:

WAC 392-121-259 Definition—Nondegree credits.

...

(i) Clock hours of occupational experience used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Nondegree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.

(iii) Nondegree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d).

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(4) Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.

(5) Accumulate credits rounded to one decimal place.

**WAC 392-121-280
((Placement on LEAP salary allocation documents)) Reporting education and experience on Report S-275—
Documentation required.**

...

(i) Evidence that the occupational experience meets the requirements of WAC 181-77-003(7);

(ii) Evidence of the individual's actual number of hours of employment for each year including dates of employment; and,

(iii) The district calculation of converted credits pursuant to WAC 392-121-259(3).

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

[Proposed change.]

Occupational experience is defined by WAC 181-77-003(7). For nondegree vocational (CTE) certificated instructional employees only, occupational experience acquired after the requirements for initial vocational (CTE) certification are met (see WAC 181-77-041(1)(a)) can be converted to nondegree credits according to WAC 392-121-259(3)(a). Calculations, which convert occupational experience into nondegree credits, must be included in the documentation file.

WAC 181-77-003 Definitions.

(7) "Occupational experience" shall mean paid or unpaid volunteer work experience in the career field to be taught.

WAC 181-77-041 Requirements for candidates seeking career and technical education certification on the basis of business and industry work experience. . . .

(1) Initial.

(a) Candidates for the initial certificate shall provide documentation of paid occupational experience in the specific career and technical education subcategory for which certification is sought: Provided, That individuals seeking the initial certification for the sole purpose of instruction of American sign language who are deaf, hard of hearing per RCW 43.20A.720, or who's primary method of communication is American sign language, may have the requirements for interpreter experience waived by the certification office of the superintendent of public instruction.

(i) Three years (six thousand hours) is required.

To compute nondegree credits based on occupational experience:

- Step 1. Identify, by year of employment, the total number of actual hours of employment in the occupational field acquired after the requirements for three years (6,000 hours) have been met.
- Step 2. For each year of employment, divide the total hours of employment in the occupational field identified above by 100.
- Step 3. The result of step 2, up to a maximum of 20 credits for each year, is the nondegree credits earned for the year.

See the example of nondegree credits on page 24.

Report nondegree credits based on clock hours of vocational (CTE) educator training according to WAC 392-121-259(3)(b). These clock hours must be earned after meeting the minimum vocational (CTE) certification requirements as established in WAC 181-77-041(1)(b) and (c).

WAC 181-77-041 Requirements for candidates seeking career and technical education certification on the basis of business and industry work experience. . . .

(1) Initial. . . .

(b) Candidates for the initial certificate shall complete a state board of education approved program under WAC 181-77A-029 in which they demonstrate competence in the general standards for all career and technical education teacher certificate candidates pursuant to WAC 181-77A-165, which include but are not limited to knowledge and skills in the following areas:

- (i) General and specific safety;
- (ii) Career and technical education teaching methods;
- (iii) Occupational analysis;
- (iv) Course organization and curriculum design;
- (v) Philosophy of vocational education;
- (vi) Personal student development and leadership techniques.

(c) Candidates for the initial certificate shall also demonstrate knowledge and skills in the following areas:

- (i) School law;
- (ii) Issues related to abuse as specified in WAC 181-77A-165(7).

Item B.6 Notes:

1. For staff with nondegree credits according to WAC 392-121-259(1) and (2), the certificate shall be sufficient documentation. Nondegree credits for vocational (CTE) instructors reported according to WAC 392-121-259(3) must be documented as required by WAC 392-121-280(4).
2. Approved vocational (CTE) teacher training may be either credits from an accredited institution of higher education or clock hours (WAC 181-77-003[2], [9] or [12]). To determine if the academic credits or clock hours are authorized vocational (CTE) educator training, contact OSPI Career and Technical Education at 360-725-6245.

- For semester or quarter credits, refer to the documentation requirements for academic credits. However, report these as nondegree credits, not academic credits.
 - For clock hours, refer to the documentation requirements for in-service credits. However, report these as nondegree credits, not in-service credits.
3. For highest degree level S, report only eligible nondegree credits determined by WAC 392-121-259(1) and (2). Staff with highest degree level S may have either 30 nondegree credits or zero nondegree credits only.
 4. For highest degree level V, report only eligible nondegree credits determined by WAC 392-121-259(3).
 5. For highest degree level H, eligible nondegree credits are determined by WAC 392-121-259(3) and are limited by WAC 392-121-261(1)(b).
 6. All nondegree credits earned after September 1, 1995, must also satisfy the additional criteria of WAC 392-121-262 as discussed in the general overview on page 46.
 7. Because nondegree credits based on occupational experience are limited to a maximum of 20 per year according to WAC 392-121-259(3)(a)(ii), nondegree credits must be computed separately for each year of occupational experience. If, for example, an individual had 2,080 hours of occupational experience in a year, the excess over 2,000 hours does not carry forward to the next year's computation of nondegree credits.
 8. Clock hours of occupational experience used in determining nondegree credits according to WAC 392-121-259(3)(a) are counted after three years (6,000 hours), not after the initial vocational (CTE) certificate is issued. Also, nondegree credits based on clock hours of occupational experience may be recognized for nondegree instructors holding conditional vocational (CTE) certificates.
 9. There is no limit to the number of nondegree credits based on clock hours of vocational (CTE) educator training per calendar year.

WAC 181-77-003 Definitions. The following definitions shall apply to terms used in this chapter: . . .

(2) "Career and technical education educator training" shall mean those career and technical education programs, courses, seminars and workshops offered for the purpose of career and technical education certification in compliance with chapter 181-85 WAC.

. . .

(9) "Professional education" shall mean those programs, courses, seminars and workshops that are designed to improve teaching ability. . . .

(12) "Technical education/upgrading" shall mean those career and technical education programs, courses, seminars and workshops which are designed to improve the skills and/or knowledge in the discipline in which the application is being made.

Examples—Vocational (CTE) Instructors and Nondegree Credits

2J: A vocational (CTE) instructor whose highest degree level is V has documented 65 approved vocational (CTE) teacher training credits and ten credits of converted occupational experience received after meeting minimum vocational (CTE) certification requirements. Report 75 credits in *Item B.6, Nondegree Credits*. Report nothing in *Items B.3, Academic Credits, B.4, In-service Credits, and B.5, Excess Credits*.

2K: Another vocational (CTE) instructor whose highest degree level is B has documented 65 approved vocational or CTE teacher training credits and 3,000 hours of occupational experience received after meeting minimum vocational (CTE) certification requirements. Report no credits in *Item B.6, Nondegree Credits*, because this person has a degree. Check to see if the approved vocational (CTE) teacher training qualifies as in-service or academic credits.

2L: A vocational (CTE) instructor received a first bachelor's degree on August 31, 2017. For the 2017–18 school year this individual was reported with highest degree level V and 75 credits in *Item B.6* (65 approved vocational or CTE teacher training credits and ten credits of converted occupational experience). For the 2018–19 school year report this person with highest degree level H. Continue to report 75 credits in *Item B.6, Nondegree Credits*, but do not add any additional nondegree credits. Report any academic and in-service credits earned since the bachelor's degree in *Items B.3, Academic Credits, and B.4, In-service Credits*. Report nothing in *Item B.5, Excess Credits*.

Item B.7 October 1 – Certificated Years of Experience

Report the number of years of full-time and part-time professional education employment determined and documented in accordance with WAC 392-121-264 and 392-121-280(5), respectively, as of August 31, 2018. Report certificated years of experience for each employee with a certificated duty assignment (duties 110 through 640). For all other employees, this item may be left blank.

Certificated experience should be computed and accumulated using two decimal places and should be reported using one decimal place. (See the discussion of rounding beginning on page 22.) No more than 1.0 year of experience can be accumulated during any traditional nine-month academic year or during any 12-month period (WAC 392-121-264(2)(c) displayed on page 83).

Determination of certificated years of experience for individuals reported as nondegree vocational (CTE) instructors (degree level V). According to WAC 392-121-264(1)(e), up to a maximum of six years of management experience may be reported in *Item B.7, Certificated Years of Experience*, for persons reported as nondegree vocational (CTE) instructors (degree level V). Management experience is defined by WAC 181-77-003(6). For nondegree vocational (CTE) certificated instructional employees only, management experience can be converted to certificated years of experience according to WAC 392-121-264(1)(e), as discussed in *Item B.7*. Recognition of management experience as certificated years of experience starts after the individual has met the minimum occupational experience requirement for vocational (CTE) certification. Two thousand hours constitutes one year of experience for this purpose. The minimum occupational experience requirement is three years or 6,000 hours work experience in the occupational field for which certification is sought. To determine the amount of certificated experience to report, for each year of management experience (up to a maximum of six years):

- Identify the total hours worked during the year.
- The certificated experience to be reported is the result of dividing the total hours worked during the year by 2,000, up to a maximum of 1.0 year for a calendar year. Hours worked in excess of 2,000 in a calendar year do not carry forward to the next year.

See the example of certificated years of experience on page 24.

Management experience is also occupational experience and can be used in the determination of nondegree credits.

WAC 181-77-003 Definitions.

(6) "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.

Item B.7 Notes:

1. Eligible professional education experience must meet the requirements of WAC 392-121-264. In general, for professional education experience eligibility rules regarding:
 - Employment in P–12 schools, refer to subparagraph (1)(a).
 - Employment in higher education, refer to subparagraph (1)(b).
 - Employment in government education, refer to subparagraph (1)(c).
 - Employment interruptions, refer to subparagraph (1)(d).
 - Employment in industry, refer to subparagraph (1)(e).
 - Employment as educational staff associates in nonschool positions, refer to subparagraph (1)(f).
2. For persons with highest degree level S, B, G, M, or D, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(d).
3. Occupational experience eligibility is limited to persons reported with highest degree level V in accordance with WAC 392-121-264(1)(e).
4. For persons with highest degree level H, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(e). Individuals reported with degree level H retain any certificated experience recognized from industry experience when they were reported with degree level V, but may not accrue any additional certificated experience converted from industry experience.
5. Employment may be in Washington, out of state, or in a foreign country.
6. Employment excludes time on unpaid leave.
7. Report all years of experience, including those beyond the experience limit of the district's salary schedule.
8. No more than one year of experience may be accumulated in any traditional nine-month school year or any 12-month period. For example, if a certificated instructional employee works a 1.0 FTE assignment and also works as a substitute

teacher for another district during the same 12-month year, that employee may not accumulate more than one year of experience for that 12-month period.

9. Any hours for an employee which exceed 1.0 FTE for that employee are not reported and do not have to be documented.
10. In-district full-time hours per year equal the number of hours in a full-time day times the number of full-time days per school year (e.g., $7.5 \times 180 = 1,350$).
11. If an employee is in a position that is part-time or the employee took unpaid leave during the year, determine the years of experience accumulated for that year as the quotient of the number of hours actually worked to the number of hours in the full-time year.
12. Out-of-district full-time hours per year are determined by the former employer except for experience counted under WAC 392-121-264(1)(e) in which full-time hours per year equal 2,000. Hours in excess of 2,000 per year may not be carried forward to the next year.
13. Substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 71. Calculate years of experience for substitute days by dividing the accumulated number of full-time substitute days by 180.
14. Partial substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 71. The number of hours in a full day is determined by the employing district. To calculate years of experience for partial substitute days:
 - Step 1. Determine the accumulated number of full-time substitute days by dividing the hours of the day worked by the number of hours in a full day.
 - Step 2. Divide the accumulated number of full-time substitute days by 180.
15. Rounding: Accumulate full- and part-time employment rounded to two decimal places and report such years to one decimal place. See the discussion of rounding on page 22.
16. Learning centers: Sylvan Learning Center and Huntington Learning Center are not approved private schools according to chapter 28A.195 RCW and chapter 180-90 WAC, nor are they certified education centers according to chapter 28A.205 RCW

and chapter 392-185 WAC. Employment in these centers does not meet the criteria in WAC 392-121-264(1)(a).

17. Private schools: To determine whether a school is a state-approved private school according to chapter 28A.195 RCW and chapter 180-90 WAC, contact OSPI Office of Private Education at 360-725-6433. A current list of approved private schools is available on the OSPI website at the following location:
<http://www.k12.wa.us/PrivateEd/>.

18. Education centers deal with credit retrieval for high school dropouts according to chapter 28A.205 RCW and chapter 392-185 WAC.

19. Employment documentation obtained under previous rule WAC 392-121-280 is grandfathered. Experience reported through the S-275 reporting process for the 1993–94 or previous school years may continue to be documented according to WAC 392-121-280(5)(a).

20. If documentation of employment cannot be supported by normal “third party” evidence meeting the criteria in WAC 392-121-280(5)(b), such as in situations of self-employment or employment with an employer that has gone out of business, documentation of employment should be supported by other evidence, such as:

- tax returns
- business license
- bonding insurance
- social security records

The following documents are usually considered to be insufficient evidence of employment:

- resumes
- job applications
- sworn affidavits

21. The following table may be used as a guide to determine whether previous nonschool, or more accurately, non-certificated employment by ESAs is equivalent to certificated school employment according to WAC 392-121-264(1)(f).

- Row (4) identifies the “least restrictive certificate” (minimum certification requirement) to work as a school ESA in the various ESA categories.
- Row (7) identifies the “least restrictive criteria-1” (minimum nonschool employment requirement) for the first three ESA categories, which require the

applicable health credential in Washington state. Nonschool employment must have been in positions requiring licensure as occupational therapist, physical therapist, or registered nurse.

- Row (8) identifies the “least restrictive criteria-2” (minimum nonschool employment requirement) for the other ESA categories, which do not require the applicable health credential in Washington state (health credentialing is voluntary, rather than mandatory). Nonschool employment must have been after meeting the minimum education requirements for the applicable “least restrictive certificate” for speech language pathologist or audiologist, counselor, psychologist, or social worker.

| ESA Summary Table | | | | | | | |
|--|--|--|----------------------------|--|--|---|---|
| (1) ESA Duty Title | Occupational Therapist | Physical Therapist | [Registered] Nurse | Speech-Language Pathologist or Audiologist | Counselor | Psychologist | Social Worker |
| (2) Duty Root | 43 | 48 | 47 | 45 | 42 | 46 | 44 |
| (3) OSPI Education Credential | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate | ESA Certificate |
| (4) Type of OSPI Certificate ("Least Restrictive" Certificate) | Initial ESA | Initial ESA | Limited - Conditional | Limited - Conditional | Limited - Emergency | Limited - Emergency | Limited - Emergency |
| (5) Authority for OSPI Certificate | WAC 181-79A-223(2) | WAC 181-79A-223(3) | WAC 181-79A-231(1)(c)(iii) | WAC 181-79A-231(1)(c)(iv) | WAC 181-79A-231(3) | WAC 181-79A-231(3) | WAC 181-79A-231(3) |
| (6) Department of Health - Authority | RCW 18.59 | RCW 18.74 | RCW 18.79 | RCW 18.35 | RCW 18.19 | RCW 18.83 | RCW 18.225 |
| (7) Health Credential - Required? ("Least Restrictive" Criteria-1) | License - Required | License - Required | License - Required | License - Not required | Registration - Not required | License - Not required | License - Not required |
| (8) Education Required for Type of OSPI Certificate ("Least Restrictive" Criteria-2) | Bachelor's (or higher) in Occupational Therapy | Bachelor's (or higher) in Physical Therapy | N/A | Bachelor's (or higher) in Speech-Language Pathology or Audiology | Complete all coursework for Master's in Counseling (except internship) | Complete all coursework for Master's in School Psychology (except internship) | Complete all coursework for Master's in Social Work (except internship) |

22. Employment in higher education: Employment in higher, or postsecondary, education counts as certificated years of experience according to WAC 392-121-264(1)(b) if it is comparable to employment in schools in certificated positions.

WAC 392-121-264(1)(b) does not require certification for employment in higher education; certification is required only for employment in schools, according to WAC 392-121-264(1)(a).

23. ESD or OSPI employment: Employment in an educational service district or office of superintendent of public instruction counts as certificated years of experience according to WAC 392-121-264(1)(c) if it is in a professional position. Duty code 96 in Appendix A of the S-275 reporting instructions describes a professional duty position as one that “requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. Includes accountants, architects, attorneys, auditors, dietitians, engineers, statisticians, negotiators, etc.”

WAC 392-121-264(1)(c) does not require certification for ESD or OSPI employment; certification is required only for employment in schools, according to WAC 392-121-264(1)(a).

24. Employment in P–12 schools: Employment in P–12 schools (preschool and K–12 schools) counts as certificated years of experience according to WAC 392-121-264(1)(a) if it is in positions which require certification. This means

- Certification must be required (not recommended, suggested, encouraged, requested, etc.) for employment in that position; and
- The employee must have a certificate, or permit, or else the employment is illegal and not authorized per WAC 392-121-264(1)(a).

Employment may be in public schools (examples—Seattle Public Schools, Yakima School District) or private schools (example—Gonzaga Preparatory School). There is no requirement in WAC 392-121-264(1)(a) that private schools be state-approved. While private schools that are state-approved clearly meet the requirement, it is also possible private schools not state-approved can still meet the requirement. There is also no requirement schools be accredited.

25. Employment in a governmental educational agency with regional responsibilities for P–12 education: Employment must be in an agency that:

- is governmental (excludes non-governmental agencies),
- is educational (exclude agencies like the department of health, which is responsible for health, not education), and
- has regional responsibilities for P–12 education. For example,
- Puget Sound ESD is a governmental agency that has responsibilities for P–12 education in the Puget Sound region that includes Pierce and King Counties.
- OSPI is a governmental agency that has responsibilities for P–12 education in the region that includes Washington state.

Certificated Years of Experience
Eligibility Criteria

Certificated Years of Experience
Documentation Criteria

WAC 392-121-264 Definition—Certificated years of experience. Regardless of the experience factors used by a school district for the purposes of its salary schedule(s), as used in this chapter, the term “certificated years of experience” means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out-of-state, and a foreign country. School districts shall report all certificated years of experience including those beyond the experience limit of the school district’s salary schedule.

(1) Professional education employment shall be limited to the following:

(a) Employment in public or private preschools or elementary and secondary schools in positions which require certification where:

(i) Schools include the Centrum education program, the Pacific Science Center education program, educational centers authorized under chapter 28A.205 RCW, and Seattle Children’s Hospital education program;

(ii) Certification means the concurrent public professional education licensing requirements established in the state, province, country, or other governmental unit in which employment occurred, and which, for the state of Washington, refers to the certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC 181-79A-128;

(b) Employment in public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable to those which require certification in Washington school districts;

WAC 392-121-280 ((Placement on LEAP salary allocation documents)) Reporting education and experience on Report S-275—

Documentation required. School districts shall have documentation on file and available for review which substantiates each certificated instructional employee’s *((placement on LEAP salary allocation documents)) degrees, credits, and certificated years of experience.*

The minimum requirements are as follows: . . .

(5) Districts shall document certificated years of experience as follows

WAC 392-121-264 Definition—Certificated years of experience.

...

(c) Employment in a governmental educational agency with regional administrative responsibilities for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of the superintendent of public instruction, or United States department of education in any professional position including but not limited to C.P.A., architect, business manager, or physician:

(d) Experience in the following areas:

- (i) Military, Peace Corps, or Vista service which interrupted professional education employment included in (a), (b), or (c) of this subsection; and
- (ii) Sabbatical leave.

(e) For nondegreed vocational/career and technical education instructors, up to a maximum of six years of management experience as defined in WAC 181-77-003 acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041(1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held. If a degree is obtained while employed in the state of Washington as a nondegreed vocational/career and technical education instructor, the eligible years of management experience pursuant to this subsection reported on Report S-275 prior to the awarding of the degree shall continue to be reported but shall not increase.

WAC 392-121-280

~~((Placement on LEAP salary-allocation documents)) Reporting education and experience on Report S-275—~~

Documentation required.

...

(a) For certificated years of experience obtained and reported on Report S-275 prior to the 1994-95 school year districts shall have on file documents that provide evidence of employment including dates of employment.

(b) For certificated years of experience reported on Report S-275 for the first time after the 1993-94 school year districts shall have on file:

- (i) The total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

WAC 392-121-264 Definition—Certificated years of experience. [cont.]

(f) Beginning in the 2007–08 school year, for occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers regulated under Title 18 RCW, years of experience may include employment as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, that does not otherwise meet the requirements of subsection (1)(a) through (e) of this section, subject to the following conditions and limitations:

(i) Experience included under this subsection shall be limited to a maximum of two years.

(ii) The calculation of years of experience shall be that one year of experience in a school or other nonschool position counts as one year of experience for the purposes of this subsection, per subsection (2)(a) of this section.

(iii) Employment as occupational therapists shall be limited to the following:

(A) In positions requiring licensure as an occupational therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid occupational therapist license, or other comparable occupational therapist credential.

(iv) Employment as physical therapists shall be limited to the following:

(A) In positions requiring licensure as a physical therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid physical therapist license, or other comparable physical therapist credential.

(v) Employment as nurses shall be limited to the following:

**WAC 392-121-280
*((Placement on LEAP salary allocation documents))
Reporting education and experience on Report S-275—
Documentation required. [cont.]***

(ii) The number of hours, or other unit of measure, per year and dates of employment with each employer, including paid leave and excluding unpaid leave: Provided, That documentation of hours in excess of one full-time certificated year of experience in any twelve-month period is not required;

(iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this subsection divided by the hours in (b)(i) of this subsection rounded to two decimal places for each year;

WAC 392-121-264 Definition—Certificated years of experience. [cont.]

(A) In positions requiring licensure as a registered nurse under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid registered nurse license, or other comparable registered nurse credential.

(vi) Employment as speech-language pathologists or audiologists shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by speech-language pathologists or audiologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for conditional certification as a school speech-language pathologist or audiologist established in WAC 181-79A-231(1)(c)(iv).

(vii) Employment as counselors shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by counselors regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school counselor established in WAC 181-79A-231(3).

(viii) Employment as psychologists shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by psychologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school psychologist established in WAC 181-79A-231(3).

(ix) Employment as social workers shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by social workers regulated under Title 18 RCW; and

WAC 392-121-280

~~((Placement on LEAP salary allocation documents)) Reporting education and experience on Report S-275—Documentation required.~~

[cont.]

(iv) The name and address of the employer;

(v) For those counting out-of-district experience pursuant to WAC 392-121-264(1)(a), evidence whether or not the position required professional education certification pursuant to WAC 392-121-264(1)(a)(ii);

WAC 392-121-264 Definition—Certificated years of experience. [cont.]

(B) After completion of the minimum requirements for emergency certification as a school social worker established in WAC 181-79A-231(3).

(x) Certificated years of experience as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, determined pursuant to this subsection and reported on Report S-275, by teachers and other certificated staff who are no longer employed as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, shall continue to be reported but shall not increase.

(2) Years of full-time and part-time professional education employment prior to the current reporting school year are accumulated as follows:

(a) For each professional education employment which is not employment as a casual substitute pursuant to subsection (1)(a) of this section;

(i) Determine the total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) Determine the number of hours, or other unit of measure, per year with each employer, including paid leave and excluding unpaid leave;

(iii) Calculate the quotient of the hours, or other unit of measure, determined in (a)(i) of this subsection divided by the hours, or other unit of measure, in (a)(ii) of this subsection rounded to two decimal places for each year.

*WAC 392-121-280
(~~Placement on LEAP salary-allocation documents~~)
Reporting education and experience on Report S-275—
Documentation required. [cont.]*

(vi) For those counting experience pursuant to WAC 392-121-264(1)(b), a brief description of the previous employment which documents the school district's decision that the position was comparable to one requiring certification in the Washington school districts;

(vii) For those counting management experience pursuant to WAC 392-121-264(1)(e), evidence that the experience meets the requirements of WAC 181-77-003(6).

WAC 392-121-264 Definition—Certificated years of experience. [cont.]

(b) For professional education employment as a casual substitute pursuant to subsection (1)(a) of this section:

(i) Determine the total number of full-time equivalent substitute days per year;

(ii) Calculate the quotient of full-time equivalent days determined in (b)(i) of this subsection divided by 180 rounded to two decimal places for each year.

(c) No more than 1.0 year may be accumulated in any traditional nine-month academic year or any twelve-month period.

(i) Accumulate, for each year, professional education employment calculated in (a)(iii) and (b)(ii) of this subsection.

(ii) Determine the smaller of the result in (c)(i) of this subsection or 1.00 for each year.

(d) Determine certificated years of experience as the accumulation of all years of professional education employment calculated in (c)(ii) of this subsection and report such years rounded to one decimal place.

*WAC 392-121-280
((Placement on LEAP salary allocation documents)) Reporting education and experience on Report S-275—*

Documentation required. [cont.]

(viii) For those counting experience for educational staff associates pursuant to WAC 392-121-264(1)(f), evidence that the previous employment meets the requirements in the applicable subsections of WAC 392-121-264(1)(f).

[Proposed change.]

Examples—Certificated Years of Experience

2M: Teacher David Green is a union representative of the current school year. This is not school board approved, and the teacher is on unpaid leave of absence. His assignment as union representative does not account as certificated years of experience per WAC 392-121-264(2)(a)(ii).

2N: Counselor Judy Brown is 0.5 FTE as secondary teacher, duty code 320, and 0.5 FTE as union representative, duty code 610. Her assignment as union representative is school board approved sabbatical leave (paid by the district; reimbursed by the union) and counts as certificated years of experience per WAC 392-121-264(1)(d).

Section 2.C. Contract Information

Item C.1 October 1 – Certificated Base Contract Hours per FTE Day

Report this item for each employee with a certificated duty assignment (duties 110 through 640). For all other employees this item may be left blank.

Report, as of October 1, the contracted number of hours per day associated with a full-time certificated employee in this position. Typically, this number of hours will be the same for all certificated employees in the district. Report hours to two decimal places (e.g., 7.25 hours).

Item C.1 Notes:

1. Include hours associated with the local certificated base contract.
2. Exclude time for meals when the employee is not performing any duties.
3. Exclude time associated with classified duty assignments.
4. Exclude hours associated with supplemental contracts for additional time, responsibility, or incentive (RCW 28A.400.200[4]).

Item C.2 October 1 – Certificated Base Contract FTE Number of Days

Report this item for each employee with a certificated duty assignment (duties 110 through 640). Leave this item blank for all other employees. Report the number of workdays in a year for a full-time certificated employee in this position. The number of workdays in a full-time year will be established in the district's base contract with the employee and should be at least 180. Report the number of days to one decimal place (e.g., 180.5 days).

Item C.2 Notes:

1. Include all paid days associated with the local certificated base contract, e.g., paid vacation, and paid holidays, if part of the base contract.
2. Exclude days associated with supplemental contracts for additional time, responsibility, or incentive (RCW 28A.400.200[4]).
3. Exclude days associated with classified duty assignments.
4. If a person's contract period is between July 1 and June 30, report the scheduled days to be worked in the two periods: September 1, 2018, to June 30, 2019, and July 1, 2019, to August 31, 2019.

Item C.3 October 1 – Certificated FTE

Report the full-time equivalent certificated employment for each employee with a certificated duty assignment between 110 and 640. For all other employees this should be left blank. Full-time equivalent (FTE) certificated employment is determined as defined in WAC 392-121-212.

Calculate certificated FTE as follows:

- Step 1. Determine the total annual base contract hours associated with all of the individual's certificated duty code suffix 0 assignments reported in *Item D.2, Assignment Code* (e.g., 900 hours).
- Step 2. Determine the product of hours in *Item C.1, Certificated Base Contract Hours per FTE Day*, and days in *Item C.2, Certificated Base Contract FTE Number of Days* (e.g., $7.5 \times 180 = 1,350$ hours).
- Step 3. Divide the result in step 1 by the result in step 2, carrying the quotient to three decimal places (e.g., $900/1,350 = 0.667$ FTE).

Item C.3 Notes:

1. Count no employee as more than a 1.0 full-time equivalent certificated staff.
2. The length of a full workday is determined by the district.
3. The number of full-time days per contract year is determined by the district, with a minimum of 180 days.
4. Do not include time associated with supplemental contracts for additional time, responsibility, or incentive (RCW 28A.400.200[4]).
5. Report FTEs for part time employees to three place decimal fractions. Prorate for partial days and partial years.

WAC 392-121-212 Definition—Full-time equivalent (FTE) certificated instructional staff. As used in this chapter, “full-time equivalent (FTE) certificated instructional staff” means the number of staff units determined as follows:

(1) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services as a certificated instructional employee for not less than 180 full work days shall be counted as one FTE.

(2) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services for 180 partial days as a certificated instructional employee shall be counted as a partial FTE, such part to be the quotient rounded to three decimal places obtained by dividing that part of the day worked by the full day as determined by the district.

(3) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services for less than 180 full work days as a certificated instructional employee shall be counted as a partial FTE, such part to be the quotient rounded to three decimal places obtained by dividing the number of work days contracted for by 180: Provided, That if the normal annual full-time contract for the position exceeds 180 work days, the greater number of work days normally contracted shall be used as the divisor.

(4) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services for less than 180 partial days as a certificated instructional employee shall be counted as a partial FTE, such part to be the quotient rounded to three decimal places obtained by dividing the part of the day worked by the full day as determined by the district and then multiplying the result by the ratio of work days contracted for to 180: Provided, That if the normal annual full-time contract for the position exceeds 180 work days, the greater number of work days normally contracted shall be used in place of 180 in the ratio.

(5) No employee shall be counted as more than one full-time equivalent certificated staff unit.

(6) The length of a full work day as used in this section shall be determined by the district.

(7) As used in this section, contracts to provide services as a certificated instructional employee shall exclude supplemental contract services as defined under RCW 28A.400.200(4).

Examples—Certificated FTE

2O: A teacher is contracted to work full time. Another teacher is contracted to work 110 days part time. In each position, full time is defined in the base contract to be 180 days. In Item C.2, report both persons with 180.0 base contract FTE days.

2P: A teacher has a 181-day contract on October 1. In December, negotiations for the current school year were finalized. The new base contract is 180 days. In Item C.2, report 181.0 base contract FTE days initially. When negotiations are completed, update Item C.2 to 180.0.

2Q: A person employed half time for the full school year or full time for one-half of the school year is 0.500 FTE.

2R: A person works 4 hours a day for 74 days. Base contract hours per FTE day are reported as 7.5. Base contract FTE days are reported as 180. Calculate and report this FTE as $(4 \times 74) / (7.5 \times 180) = 0.219$.

Item C.4 Current – Total Final Salary

The desire of the Legislature and the goal of this reporting requirement are to have school districts report any and all earnings of staff employed as of October 1.

Report the total of all salary earned. *Item C.4* should reflect the current school year final gross pay for each employee reported. For the purpose of S-275 reporting, the term salary includes salary (daily, weekly, monthly, or annual), wages (hourly, daily, weekly, monthly, or annual), and any other compensation recognized as income by the IRS and not reported as benefits.

Item C.4 Notes:

1. Update this item. Report the actual total for 2018–19 at the end of the 2018–19 school year.
2. Include all salary for the individual for the period September 1, 2018, through August 31, 2019, whether or not they were reported in *Item D.6, Current Assignment Salary*. Payments to employees based on time sheets or other documentation must be reported, even in the absence of a written contract.
3. For an individual whose contract is from July 1 to June 30, report the combined final salary earned by the individual under the terms of each contract for the school year period September 1, 2018, to August 31, 2019.

4. Districts may use a cash, accrual, or blended method for reporting supplemental contracts included in *Item C.4, Total Final Salary* of the S-275 reporting process. The method used by the district should be consistent from year to year. Any salary not reported in the 2018–19 school year must be reported in the 2017–18 or the 2019–20 school year.
5. Express in whole dollars.
6. See also *Item D.6, Current Assignment Salary*, on page 109 and the general guidelines under Assignment Information on page 90.
7. For contractor certificated instructional staff reported using duty codes 630 and 640, *Item C.4 Total Final Salary* shall be entered manually.

Example 2S—Total Final Salary. On October 1, a teacher is reported with a base salary of \$30,000, a single \$1,000 supplemental contract for football coaching, and an extended day supplemental contract for \$500. On January 3, the teacher leaves the district after earning \$13,333 on the base contract and \$1,000 on the coaching contract.

The initial S-275 submission estimated \$31,500 in *Item C.4*. By August 31, the district updates *Item C.4* to be \$14,333.

No changes were made to snapshot assignment salary data as a result of this departure. The suffix 1 coaching assignment salary did not change because that contract was completed prior to departure.

Item C.5 Current – Annual Insurance Benefits

Current annual insurance benefits are the total district share of insurance benefits paid to or for the employee during the current school year. Included are benefits such as liability, life, health, health care, accident, disability, and salary protection or insurance as provided for in RCW 28A.400.350 through 28A.400.370.

Item C.5 Notes:

1. Update this item for changes resulting from local negotiated contract agreements.

2. Exclude the amount remitted to the Health Care Authority for deposit in the public employees' and retirees' insurance account (retiree subsidy payment "carve out").
3. Report all insurance benefits associated with the individual's certificated base contract, supplemental contracts, and classified duty assignments. In other words, include benefits resulting from all compensation.
4. Report the actual annual insurance benefits for each individual. Do not report district average annual insurance benefits or district average health benefit pool amounts.
5. Do not change reported insurance benefits to reflect changes in assignments made after October 1. If a certificated person employed on October 1 has a change in contract or assignment after October 1 because of reassignment, termination, or reduction in FTE, continue to report insurance benefits under *Item C.5* based on the October 1 contract, assignment, and FTE.
6. For insurance benefit purposes only, a classified full-time equivalent employee is a classified employee contracted to work 1,440 hours or more per year.
7. Express in whole dollars.

Item C.6 Current – Annual Mandatory Benefits

Current annual mandatory benefits are the total district or employer share of social security (Old Age, Survivors, and Disability Insurance), Medicare, employee retirement, industrial insurance (Labor & Industries), Medical Aid, and unemployment compensation benefits paid for all assignments (certificated and classified, base contract and supplemental), the salaries of which are reported in *Item D.6, Current Assignment Salary*, for 2018–19 for the individual during the current school year.

Item C.6 Notes:

1. Update this item for changes resulting from local negotiated contract agreements or state and federal laws.
2. Do not change the amount reported for changes in assignment or FTE made after October 1.
3. Express in whole dollars.

Section 2.D. Assignment Information

General Guidelines for Assignment Duty and Salary Reporting

Assignments are distinguished by five variables: building, program, activity, duty, and grade group. Report each of the five variables associated with each assignment. The following discussion is provided as a general guideline for reporting salaries. Report assignment salary amounts in *Item D.6* discussed later in this section. Report total final salary in *Item C.4* discussed previously.

Types of Salary: School districts need to examine all salary amounts earned by all staff reported through the S-275 reporting process. Distinguish these amounts as follows:

- Those salaries earned by a certificated employee during the current school year under terms of the certificated base employment contract should be reported as a salary associated with each October 1 snapshot duty assignment. Base contract assignments are all salaried assignments that do not meet the criteria of RCW 28A.400.200(4).
- Other salaries earned by a certificated employee during the current school year are under terms of a supplemental contract (RCW 28A.400.200). For reporting purposes, such contracts include formal and informal contracts known in the district by various terms such as TRI, supplemental, stipends, and time sheets. Supplemental contracts should be issued for a measurable and deliverable product or service. Distinguish these contracts as issued for either a time-driven service (such as extra, optional or extended days or hours) or a product which is not time-driven (such as additional responsibility or incentive). Supplemental contract assignments must meet the criteria of RCW 28A.400.200(4). Report supplemental contract assignment salaries as time-driven (duty code suffix 2) or not time-driven (duty code suffix 1).
- Those salaries earned by a classified employee during the current school year under terms of classified employment should be reported as a salary associated with each October 1 snapshot classified duty assignment.
- Total salary earned by the individual during the current school year includes all actual certificated base and supplemental contract salaries and hourly wages for certificated and classified services provided during the school year ending August 31, 2019. Total salary is determined by final payroll, not the reported assignments. Report total final salary in *Item C.4*.

RCW 28A.400.200 Certificated instructional staff salaries—Supplemental contracts.

...

(4)(a) Salaries and benefits for certificated instructional staff may exceed the limitations in subsection (3) of this section only by separate contract for additional time, for additional responsibilities, or for incentives. Supplemental contracts shall not cause the state to incur any present or future funding obligation. Supplemental contracts must be accounted for by a school district when the district is developing its four-year budget plan under RCW 28A.505.040.

(b) Supplemental contracts shall be subject to the collective bargaining provisions of chapter 41.59 RCW and the provisions of RCW 28A.405.240, shall not exceed one year, and if not renewed shall not constitute adverse change in accordance with RCW 28A.405.300 through RCW 28A.405.380. No district may enter into a supplemental contract under this subsection for the provision of services which are a part of the basic education program required by Article IX, section 1 of the state Constitution and RCW 28A.150.220.

(c)(i) Beginning September 1, 2019, supplemental contracts for certificated instructional staff are subject to the following additional restrictions: School districts may enter into supplemental contracts only for enrichment activities as defined in and subject to the limitations of RCW 28A.150.276.

(ii) For a supplemental contract, or portion of a supplemental contract, that is time-based, the hourly rate the district pays may not exceed the hourly rate provided to that same instructional staff for services under the basic education salary identified under subsection (3)(a)(iii) of this section. For a supplemental contract, or portion of a supplemental contract that is not time-based, the contract must document the additional duties, responsibilities, or incentives that are being funded in the contract.

Assignment duty code suffix is related to type of contract salary. The first two digits of the duty code are called the duty root and identify the duty category. The third digit of the duty code, the duty suffix, distinguishes contractual characteristics of the duty assignment and may be 0, 1, 2, or 3. Districts need to examine all staff salary amounts to determine whether each assignment and salary is reported and which duty code suffix to use. Report duty assignments and salaries as follows (see also examples 2AI, 2AJ, and 2AK on beginning on page 111):

Using a duty code with the suffix 0, report:

- All October 1, 2018, snapshot certificated base contract assignments.
- All October 1, 2018, snapshot classified duty assignments that are time-driven.
- Time-driven classified assignments for individuals who had October 1 certificated assignments.

Report the salary for each assignment.

Using a duty code with suffix 1, report each certificated supplemental contract assignment for a product which is not time-driven and which is in excess of \$200. Report by assignment code such actual contract earnings for services provided during the school year ending August 31, whether or not the contract was known on October 1. It is not necessary to report individual not time-driven contracts for less than \$200. However, all such earnings are to be included in *Total Final Salary, Item C.4*. (See the table Corrections and Updates to S-275 Data on page 27 and the Assignment Code Suffix Summary on page 94.)

Using a duty code with suffix 2, report those time-driven certificated supplemental contract assignments for extra, optional or extended days or hours as are made available to any group of employees which includes this individual, regardless of whether the individual chooses to work all of the days and hours. Report time-driven supplemental contract assignments as described above even if they are less than \$200. Report available hours, not actual hours worked. Report all such additional contracts for services to be provided during the school year ending August 31, 2019, whether made available on October 1 or at a later date. It is not necessary to update reported miscellaneous time sheet activities (i.e., time-driven assignments made only to an individual after October 1). However, all such earnings are to be included in *Total Final Salary, Item C.4*. (See the table Corrections and Updates to S-275 Data on page 27. See also the table Summary of Required Salary Reporting on page 97.)

Using a duty code with suffix 3, report each classified duty assignment for a duty which is not time-driven. Report by assignment code such earnings for services to be provided during the school year ending August 31 for all assignments known on October 1. For individuals with only classified assignments on October 1, do not update for classified duty suffix 3 assignments made after October 1. However, duty suffix 3 classified assignments should be reported and updated for individuals with October 1 certificated assignments. All duty suffix 3 assignment earnings are to be included in *Total Final Salary, Item C.4*, whether or not the assignment is reported.

There is no provision in law distinguishing base and supplemental contracts for classified staff. Therefore, report all assignments, including extracurricular

assignments, for classified staff using duty suffix 0 or 3, as appropriate. Do not use suffix 1 or 2 for classified duty assignment reporting.

Districts may use a cash, accrual, or blended method for reporting supplemental contracts included in *Item C.4, Total Final Salary*, of the S-275 reporting process. The method used by the district should be consistent from year to year. Any earnings not reported in the 2018–19 school year must be reported in the 2017–18 or the 2019–20 school years.

| Summary: Assignment Code Suffix | | | | |
|--|---|---|--|--|
| Assignment Type | Duty Code Suffix | | | |
| | 0 | 1 | 2 | 3 |
| Certificated | Base Contract Assignment. | Not Time-Driven Supplemental Assignments. | Time-Driven Supplemental Assignments. | Suffix 3 not used for certificated assignments. |
| Classified | Time-Driven Assignments. | Suffix 1 not used for classified assignments. | Suffix 2 not used for classified assignments. | Not Time-Driven Assignments. |
| S-275 Update Rules (See the Corrections and Updates Table on page 27.) | | | | |
| Certificated | After October 1, update only for negotiated contract changes. | Update for actual assignments in excess of \$200. | Update for new assignments made available to any <u>group</u> of employees, even if less than \$200. | Suffix 3 not used for certificated assignments. |
| Classified | Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update for time-driven classified assignments received after October 1. | Suffix 1 not used for classified assignments. | Suffix 2 not used for classified assignments. | Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update to add any not-time-driven classified assignments received after October 1. |

PERC Decision 4722-B (Castle Rock Decision)

On January 10, 1995, the Public Employment Relations Commission (PERC) issued a decision that impacts every school district. Each district was required by May 1, 1995, to determine for each extracurricular activity duty assignment whether the assignment was:

- Included and under the Educational Employment Relations Act, chapter 41.59 RCW.
- Excluded and under the Public Employees' Collective Bargaining Act, chapter 41.56 RCW.

As used in these instructions, included duty assignments should be reported using certificated employee duty assignment codes.

As used in these instructions, excluded duty assignments should be reported using classified employee duty assignment codes.

Base Contracts—Supplemental Contracts. RCW 28A.405.210 requires a written contract to be made between the school district and each certificated employee. RCW 28A.400.200(4) refers to separate contracts for supplemental services and limits supplemental contracts to the provision of additional time, responsibilities, or incentives which are not part of the basic education program required by the state's Constitution. Districtwide contracts for supplemental services may be used or individual contracts may be written. In whatever form such supplemental contract(s) is (are) written, a clear distinction between basic education services and the contract services (i.e., additional time, responsibilities, or incentives) is mandatory. The Office of the State Auditor may look at supplemental contracts for a clear indication that the services for which supplemental contracts were made are not basic education. Refer to State Auditor's Office Bulletin No. 315, Supplemental Contract Payments to Employees.

Notes—Assignment Duty and Salary Reporting:

1. The assignment codes reported on the S-275 should agree with the F-196 expenditure accounting code used by the district.
2. Most, if not all, certificated supplemental assignments and earnings will be reported using appropriate duty root and a duty code suffix 1 or 2.
3. There should be no duplication of salary reporting among assignments.

4. The salaries of supplemental contracts not reported with assignment codes will be included in an end of the year submission of total final salaries. The reported total final salary may be greater than, or even less than, the sum of reported base contract and supplemental assignment salary for the individual.
5. Not every certificated supplemental contract must be reported individually. If an individual is issued several supplemental contract assignments with the same assignment code, those assignments and salaries may be combined and reported as one assignment.
6. For supplemental contracts for summer school other than for basic education, use program code 73.

| Summary of Required Salary Reporting | | | | |
|---|-----------------------|--|--|---|
| Type of Salary Which Must Be Reported | Duty Code Suffix Used | Employee Has Certificated Only Assignments on October 1 Snapshot | Employee Has Classified Only Assignments on October 1 Snapshot | Employee Has Both Certificated and Classified Assignments on October 1 Snapshot |
| October 1 snapshot certificated base contract duty assignments. | 0 | Yes | Not Applicable | Yes |
| October 1 snapshot classified duty assignments. | 0 | Not Applicable | Yes | Yes |
| | 3 | Not Applicable | Yes | Yes |
| Any certificated supplemental contract assignments for additional responsibility or incentive (not time-driven) with a total salary earned which is greater than \$200. | 1 | Yes | No | Yes |
| Any certificated supplemental contract assignments for extra, optional or extended days and hours (time-driven) made available to any group of certificated employees including this individual, even if less than \$200. | 2 | Yes | No | Yes |
| Classified duty assignments made after the October 1 snapshot. | 0 | Yes | No | Yes |
| | 3 | Yes | No | Yes |

Item D.1 October 1 – Building (or School or Unit or Location) Code

A four-digit code identifies the district's school or other administrative organization. Report the school code (codes 1500–59xx) associated with the location of each reported assignment.

If an assignment is districtwide and nonspecific in terms of time and responsibilities at various schools and administrative locations, report the code of the district office (codes 1000–1306) or other central administrative organization (codes 7xxx).

If the employee has assignments in more than one school and is responsible to one administrator, report the code of that administrator's office.

If an employee is assigned to two or more schools for specified periods of time and is responsible to each principal as a school staff member during those times, report each assignment separately with the appropriate school code.

If students are reported in a school, such as in the comprehensive education data and research system (CEDARS), the applicable certificated and classified staff should also be reported in that school.

Districts should use the list of school codes in the Education Directory of the OSPI website: <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>, and report staff to the same school code the students they serve are reported.

Item D.2 October 1 – Assignment Code

A seven-digit assignment code identifies each assignment by program, activity, and duty. The code consists of a two-digit program code, a two-digit activity code, and a three-digit duty code (PP-AA-DDD). The third (suffix) digit of the duty code distinguishes contractual characteristics of the duty assignment. Program and activity codes are delineated in the current edition of the *Accounting Manual for Public School Districts in the State of Washington* and the *Accounting Manual for Educational Service Districts in the State of Washington*.

See Appendix A of these instructions for a complete listing of assignment codes. See the General Guidelines for Assignment Duty and Salary Reporting discussion on page 90 of this handbook for further explanation of the term suffix.

Item D.2 Notes:

1. The assignment code reported on the S-275 should agree with the F-196 expenditure accounting code used by the district.
2. Duty roots 11 through 25 are certificated administrative staff.
3. Duty roots 31 through 34 are teaching staff.
4. Duty roots 40 through 49 are educational staff associates.
5. Duty roots 31 through 49, 63, and 64 are certificated instructional staff.
6. Duty roots 51 through 64 are other certificated staff.
7. Duty roots 90 through 99 are classified staff.
8. Duty code 510 is used only for extracurricular assignments that are part of a certificated base contract duty assignment. If on October 1 a certificated individual has a base contract assignment for extracurricular duties, report the individual's assignment as activity code 28 and duty code 510.
9. Duty code 511 should not be used by staff without a duty code 510 base contract assignment. Instead, for example, use duty code 321 for a secondary school coach with a base contract duty assignment 320.
10. Duty code 520 is used only for substitute assignments that are part of the base contract. Such a person fills in for any teacher in the district who is absent. If on October 1 a certificated individual has a base contract assignment for substitute teaching duties, report the individual with activity code 27 and duty code 520. See example 1D.
11. Duty code 610 is used for paid leave assignments other than paid sick leave or paid vacation days that are part of the certificated base contract. Such a person may be on leave with pay, on sabbatical, or may be performing duties as the union representative.
12. Duty code 611 is used for certificated sick leave buy back or certificated vacation buy back.
13. Duty code 900 is used for paid leave assignments other than paid sick leave or paid vacation days associated with classified duty assignments.
14. Duty code 903 is used for classified sick leave buy back or classified vacation buy back.

15. Extracurricular activities, such as coaching, class or student activity advising, supervising student body fund accounting, and related duties, for “certificated” duties that, by law or district policy, require a certificated employee to perform those duties, should be reported with a certificated duty code, such as 321. If not specifically certificated duties, report with a classified duty code, such as 963.

| Examples—Assignment Codes | | |
|---|-------------------------|-----------------------|
| Assignment Description | Likely Assignment Codes | |
| | Base Contract | Supplemental Contract |
| 2T: Sally is a kindergarten teacher. Under the local contract, Sally can work three seven-hour optional days (21 hours) this year. District negotiations define compensation for these three days as not being part of the base contract and it is agreed the employees are simply paid from time sheets. Without regard to the number of these available hours Sally actually works, report the 21 hours available as a supplemental, time-driven contract assignment. | 01-27-310-K | 01-27-312 |
| 2U: A certificated instructional employee teaches secondary English full-time and also has a contract for additional responsibility coaching high school wrestling. | 01-27-320-H | 01-28-321 |
| 2V: A full-time high school activity coordinator is in a position on October 1, which requires a certificate. This person also has a supplemental coaching contract. | 01-28-510 | 01-28-511 |
| 2W: On October 1, a certificated employee has no other contract except for a \$1,000 supplemental contract in a secondary coaching position that requires a certificate. This employee is reported with a 0.0 in Item C.3, Certificated FTE. | | 01-28-321 |

| | | |
|--|--------------------|------------------|
| <p>2X: A secondary librarian has a contract that includes nine extended days. Determine if the extended days contract meets the criteria for supplemental contracts and then report it with the proper assignment code as part of the base contract or as a supplemental contract. Do not double-report any contracts.</p> | <p>01-22-410-H</p> | <p>01-22-412</p> |
| <p>2Y: A teacher has a high school base contract and a supplemental contract for additional responsibilities as a districtwide department head.</p> | <p>01-27-320-H</p> | <p>01-21-401</p> |
| <p>2Z: An elementary teacher is offered a stipend as an incentive to advance her education.</p> | | <p>01-27-311</p> |

Item D.3 October 1 – Grade Group Assignment

In order to be able to provide staff ratio information to the Legislature and others, school districts are requested to report grade group codes.

Report the grade group assignment for:

- All basic education certificated instructional staff (BEACIS) with duty suffix 0. Basic education certificated instructional staff are those with base contract assignments in programs 01, 02, 03, 31, 34, 45, or 97 and in duty roots 31 through 49, or 63 and 64, with suffix 0.
- All special education certificated instructional staff with duty suffix 0. Special education certificated instructional staff are those with base contract assignments in programs 21 or 22 and in duty roots 31 through 49, or 63 and 64, with suffix 0.

For all other assignments, including all duty suffix 1, 2, and 3 assignments, this item may be left blank.

To determine the grade group attributed to an assignment, use the actual grades of students served by the assignment. If students are ungraded, report the grade assignment based on chronological age. Refer to instructions for Form P-223, Monthly Report of School District Enrollment Eligible for Basic Support.

Report the appropriate grade group code according to the following options:

Blank *Item D.3* may be left blank for an assignment that is not a certificated instructional assignment in basic education or special education.

P Use for reporting of preschool assignments in special education programs 21 or 22. Do not use this code for assignments in basic education programs 01, 02, 03, 31, 34, 45, or 97.

K An assignment with kindergarten students.

1 A teacher assignment with elementary grade 1 students or with ungraded students aged 6.

2 A teacher assignment with elementary grade 2 students or with ungraded students aged 7.

3 A teacher assignment with elementary grade 3 students or with ungraded students aged 8.

4 A teacher assignment with elementary grade 4 students or with ungraded students aged 9.

5 A teacher assignment with elementary grade 5 students or with ungraded students aged 10.

6 A teacher assignment with elementary grade 6 students or with ungraded students aged 11.

E An assignment in duty roots 40 through 49, or 64, with elementary grades 1 through 6 students or with ungraded students aged 6 through 11.

M An assignment with middle school grades 7 or 8 students or with ungraded students aged 12 or 13.

H An assignment with high school grades 9, 10, 11, or 12 students or with ungraded students aged 14 through 20.

Item D.3 Notes:

1. Classroom teacher (duty code 310, 320, 330, 340, 520, and 630) assignments require distinction between kindergarten (K) and each of the elementary grades 1 through 6.
2. ESAs and other certificated support staff (duty code 400 through 490, and 640) who cover several classrooms may be reported with K in kindergarten assignments and E in grades 1 through 6 assignments, if the district wishes.

| Grade | Teacher Duty Roots 31–34, 52, and 63 | Duty Roots 40–49 and 64 |
|--------------|--------------------------------------|-------------------------|
| Preschool | P | P |
| Kindergarten | K | K |
| 1 | 1 | E |
| 2 | 2 | |
| 3 | 3 | |
| 4 | 4 | |
| 5 | 5 | |
| 6 | 6 | |
| 7–8 | M | M |
| 9–12 | H | H |

Example 2AA—Assignment Grade Group. An employee has six base contract assignments. The first assignment, reported as 01-27-320, is teaching in a high school basic education program 01. The second assignment, reported as 01-27-320, is teaching grades 7 through 8 in a middle school. The third assignment, reported as 01-27-310, is teaching kindergarten. The fourth assignment, also reported as 01-27-310, is teaching grade 3 in the elementary school. The fifth assignment, also reported as 01-27-310, is teaching grade 4. The sixth assignment, reported as 21-27-330, which is a special education program, is teaching in a preschool program. The seventh assignment, reported as 01-23-250, is a basic education program, but not a certificated instructional duty, and is for time spent as a secondary school administrator in basic education program 01.

Report Item D.3, Assignment Grade Group, as follows:

| | <u>Assignment</u> | <u>Item D.3</u> |
|-----|-------------------|----------------------|
| 1st | 01-27-320 | H |
| 2nd | 01-27-320 | M |
| 3rd | 01-27-310 | K |
| 4th | 01-27-310 | 3 |
| 5th | 01-27-310 | 4 |
| 6th | 21-27-330 | P |
| 7th | 01-23-250 | (blank) or Option: H |

Item D.4 October 1 – Percent of Certificated Contracted Time

Report the percent of certificated contracted time of each certificated base contract assignment. Report this item for all employees with a certificated base contract assignment (duty assignments 110 through 640 with suffix 0). For all other duty assignments, this item must be left blank.

Calculate percent of certificated contracted time for each base contract assignment of each individual who has base contract assignments using hours and days as defined in *Items C.1, Certificated Base Contract Hours per FTE Day*, and *C.2, Certificated Base Contract FTE Number of Days*, following the steps on the next page.

To determine percent of certificated contract time:

- Step 1. Determine assignment hours per year in each base contract assignment.
- Step 2. Determine the total certificated base contract hours per year for the individual being reported. This corresponds to the number of hours per year used to compute the reported individual's certificated FTE in Item C.3.
- Step 3. Divide the result in step 1 by the result in step 2, carrying the quotient to three decimal places.
- Step 4. Multiply the result in step 3 by 1000.
- Step 5. Repeat steps 1 through 4 for each certificated assignment.

Example 2AB—Percent of Certificated Contract Time. Mr. Smedley has the following base contract assignments:

| Record Number | Assignment | Assignment Hours Per Year |
|--------------------------|------------|---------------------------|
| 1. | 01-27-310 | 720 |
| 2. | 51-27-310 | 360 |
| 3. | 55-27-310 | <u>180</u> |
| Total Assignment Hours = | | 1,260 |

The percent of certificated contract time for each of Mr. Smedley's assignments is computed as:

| | | |
|---|-----------------------------|------------|
| 1. | $(720/1,260) \times 1000 =$ | 571 |
| 2. | $(360/1,260) \times 1000 =$ | 286 |
| 3. | $(180/1,260) \times 1000 =$ | <u>143</u> |
| Total percent of certificated contract time = | | 1000 |

Mr. Smedley's certificated FTE (Item C.3) is calculated as:

| | |
|---|------------|
| Total annual hours associated with base contract suffix 0 assignments = | 1,260 |
| Item C.1, Certificated Base Contract Hours Per FTE Day = | 8.0 |
| Item C.2, Certificated Base Contract FTE Number of Days = | <u>180</u> |
| Item C.3 = $(1,260) / (8 \times 180) =$ | 0.875 FTE |

Item D.4 Notes:

1. Do not equate the total percent in *Item D.4, Percent of Certificated Contract Time*, (which will always be 1000) to the certificated FTE (which may vary from 0 to 1.0) reported in *Item C.2*.
2. For each person reported, the sum of the percent of certificated contract time in each individual assignment must equal 1000.
3. The use of enrollment (i.e., number of students served) is permitted for further subdividing percentage of certificated contracted time in grade level assignments.
4. Do not report this item for certificated duty assignments with suffix 1 or 2, or for any classified duty assignments.
5. Report whole numbers.

Further Subdividing Percent of Certificated Contracted Time for Grade Group Assignments

First calculate percent of certificated contract time for a program-activity-duty base contract assignment using steps 1 through 4 on page 105. If more than one grade group is needed to report this assignment, further subdivide the percent of contracted time from step 4 on page 105 for this assignment using one of the following procedure options (WAC 392-140-903[9]):

- (a) The proportion of time spent serving a single grade group to all time spent serving all grade groups.
- (b) The proportion of students belonging to a single grade group served to the total of all students served.
- (c) Any combination of (a) or (b) as appropriate.

Subdividing Percent of Certificated Contract Time for Grade Group Assignment Notes

- The above procedure options provide for subdividing the percent of contracted time determined in steps 1 through 4 on page 105 for a specific program-activity-duty code assignment.
- Use one of the above procedure options if more than one grade group is served in an identical program-activity-duty code assignment.

- When using procedure option (b), use full-time equivalent students for the month of October. This is part of the snapshot for October 1 staff.

| Examples—Subdividing Assignment Codes and Percent of Certificated Contract Time Assignment Description | Likely S-275 and F-196 Codes | Percent of Contracted Time |
|---|--|------------------------------|
| 2AC: Sam is a full-time basic education grade 1 teacher with one base contract assignment. | 01-27-310-1 | 1000 |
| 2AD: Adrian’s contract specifies an assignment as a grade 3 teacher for 360 hours per year (2 hours per day x 180 days) and another assignment in the same school as a K–5 principal for the remainder of the day. The total contract is for 1680 hours per year (8 hours per day x 210 days). | 01-27-310-3 01-23-210 | 214 786 |
| 2AE: Maria’s contract specifies an assignment teaching grade 3 students for 360 hours per year (2 hours per day x 180 days) and another assignment as a grades 5–6 principal for the remainder of the day. The total contract is for 1680 hours per year (8 hours per day x 210 days). As of October 1, there are 25 grade 3 and 75 grades 5–6 students. There is only one grade group served in each program-activity-duty assignment. Therefore, procedure option (a) results in: | 01-27-310-3 01-23-210 | 214 786 |
| 2AF: A full-time basic education teacher has a 720-hour (4 hours per day x 180 days) assignment with 20 grade 6 students and 720 hours with 25 grade 7 students. Procedure option (a) results in: If the above 45 students had been a mixed class, 1440-hour assignment, procedure option (b) results in (20/45 = 444 and 25/45 = 556): | 01-27-310-6 01-27-320-M 01-27-310-6 01-27-320-M | 500 500 444 556 |

| Examples—Subdividing Assignment Codes and Percent of Certificated Contract Time Assignment Description | Likely S-275 and F-196 Codes | Percent of Contracted Time |
|--|---|---------------------------------------|
| <p>2AG: A teacher’s contract specifies assignments teaching grade 7 for the first two quarters (8 hours per day x 90 days = 720 hours) and grade 6 for the last two quarters (8 hours per day x 90 days = 720 hours) of the year. As of October 1, there are 30 grade 7 and 20 grade 6 students in each of these assignments. Procedure option (a) results in:</p> <p>Procedure option (b) results in:</p> | <p>01-27-310-6 01-27-320-M</p> <p>01-27-310-6 01-27-320-M</p> | <p>500 500</p> <p>400 600</p> |
| <p>2AH: Leslie’s contract specifies an assignment teaching 25 grade 3 students for 360 hours per year (2 hours per day x 180 days) and another assignment as a K–6 librarian for the remainder of the day. The total contract is for 1440 hours per year (8 hours per day x 180 days). As of October 1, there are 75 grade 3 and 75 grades 4–6 students, a total of 150 students. There is only one grade group served in program-activity-duty assignment 01-27-310. Therefore, use procedure option (a) which results in (360/1440):</p> <p>The librarian assignment has more than one grade group. For this assignment, procedure option (b) results in (.750 x 150/150):</p> | <p>01-27-310-3 01-22-410-E</p> | <p>250 750</p> |

Item D.5 October 1 – Assignment Hours per Year

Report hours per year associated with:

- Each contracted certificated duty assignment with suffix 2 (do not reduce assignment hours per year if the employee does not work all available hours). (See example 2R.)
- Each classified duty assignment with suffix 0.

Item D.5 Notes:

1. For certificated duty assignments 110 through 640 with suffix 0, hours per year are not reported by the district. Instead, it is calculated by OSPI from *Items C.1, C.2, C.3, and D.4*.
2. For classified duty assignments 900 through 990 with suffix 0, hours per year must be reported by the district. *Items C.1, C.2, C.3, and D.4* are not reported for these assignments.
 - Report the total number of hours per year the individual is expected to be employed between September 1, 2018, and August 31, 2019, for each classified assignment.
 - Employment includes active working days, paid holidays, paid sick leave, and paid vacation leave.
 - For an individual whose work year is from July 1 to June 30, report the number of days the individual is paid under terms of the employment agreement for the two periods: September 1 to June 30 and July 1 to August 31.
3. Prorated time in classified special education duty assignments is reported in this item. Do not use *Item D.4*. For a discussion of the proration method, refer to the examples under *Item D.4*.
4. For duty code suffix 1 and 3 assignments, hours per year should remain blank.

Item D.6 Current – Assignment Salary

Report the salary associated with each duty assignment. Current assignment salary means the salary in the individual's certificated or classified assignment during the current school year period of September 1 through August 31. Refer to the general guidelines under *II.D. Assignment Information*.

Item D.6 Notes:

1. For all assignments, include:
 - Negotiated contract increases applicable to the current school year.
 - Contracted sick leave and vacation days.
2. For duty suffix 0 certificated base contract assignments:

- Include active working time, paid holidays, paid sick leave, paid vacation leave, and annuities as provided in RCW 28A.400.250.
 - If an October 1 contract or assignment changes after October 1 because of reassignment, termination, or reduction in FTE, do not change reported assignment salary to reflect the changed assignment. Continue to report earnings under *Item D.6* based on the October 1 contract assignment and FTE.
3. For duty suffix 0 classified duty assignments:
 - Include active working time, paid holidays, paid sick leave, paid vacation leave, and annuities as provided in RCW 28A.400.250.
 - If an October 1 contract or assignment changes after October 1 because of reassignment, termination, or reduction in duties, do not change reported assignment salary to reflect the changed assignment. Continue to report earnings under *Item D.6* based on the October 1 duty assignment.
 4. For duty suffix 1 certificated supplemental contract assignments for additional responsibility or incentive, report:
 - Each actual contract salary earned which is greater than \$200.
 - All such assignments whether or not known on October 1.
 5. For duty suffix 2 certificated supplemental contract assignments for extra, optional, or extended days and hours made available to any group of employees which includes this individual, even if less than \$200, report:
 - Salary associated with available contract hours, not actual salary.
 - All such assignments whether made available on October 1 or at a later date.
 6. For duty suffix 3 classified duty assignments, report each actual contract salary earned.

Summary Examples of Assignment, Salary, and Benefit Reporting

| Example 2A1—Sample Reporting for an Individual with Certificated Duty Assignments Only | Assignment Code <i>Items D.2 and D.3</i> | Percent of Contracted Time <i>Item D.4</i> | Assignment Hours Per Year <i>Item D.5</i> | Assignment Salary <i>Item D.6</i> | Total Final Salary <i>Item C.4</i> | Benefits <i>Items C.5 and C.6</i> |
|--|---|---|--|--|---------------------------------------|---|
| <p>On October 1, Ida Wanda has a full-time base contract for \$35,775 as a grades 3–4 teacher, a single \$1,000 supplemental contract for coaching duties, and an extended three-day supplemental contract for \$596. The base contract is for 180 days at 7.5 hours per day.</p> <p>The initial S-275 submits Ida’s assignments as:</p> | 01-27-310-3 01-27-310-4 01-27-312 01-28-311 | 0.533 0.467 | 22.50 | \$ 19,068 16,707 596 1,000 | (Note 1) | \$ 3,870 (insurance) \$ 8,969 (mandatory) |
| <p>Note 1: An estimated amount may be reported initially, and then updated during the year so at year-end the amount reported is the total of all compensation for all assignments during the year. See the August 31 row below.</p> | | | | | | |
| <p>On January 3, certificated contract negotiations for the current school year are completed and a 3 percent increase is made retroactive for the year. The S-275 data is updated to show the increase to Ida’s assignments as:</p> <p>In this example, the mandatory benefits are determined by the reported assignment salaries.</p> | 01-27-310-3 01-27-310-4 01-27-312 01-28-311 | 0.533 0.467 | 22.50 | \$ 19,640 17,208 614 1,030 | | \$ 3,870 (insurance) \$ 9,390 (mandatory) |
| <p>On February 23, Ida Wanda left the district. She was paid \$23,746 for her base contract assignments through February 23. A replacement is found and a new contract is made with the new teacher. The new teacher is not reported through the S-275 reporting process. Ida’s coaching duties were only partially completed and she was paid \$664. She did not work any of the extended day contract. In addition, Ida bought back unused sick leave of \$100 when she left the district. The S-275 data is updated to show Ida’s assignments as:</p> | 01-27-310-3 01-27-310-4 01-27-312 01-28-311 01-27-611 | 0.533 0.467 | 22.50 | \$ 19,640 17,208 614 664 100 | | \$ 3,870 (insurance) \$ 9,174 (mandatory) |
| <p>No further change is made to Ida’s assignments.</p> | | | | | | |
| <p>On August 31, the district reports Ida’s total final salary <i>Item C.4</i>, as \$23,746 (base) + \$0 (extended days) + \$664 (coaching) + \$100 (buy back) = \$24,510.</p> | | | | | \$ 24,510 (actual) | |

| Example 2AJ—Sample Reporting for an Individual with Classified Duty Assignments Only | Assignment Code Items D.2 and D.3 | Percent of Contracted Time Item D.4 | Assignment Hours Per Year Item D.5 | Assignment Salary Item D.6 | Total Final Salary Item C.4 | Benefits Items C.5 and C.6 |
|--|---|--|---|----------------------------------|--------------------------------------|--|
| <p>On October 1, Juan is employed with the following assignments:</p> <ul style="list-style-type: none"> · A grade 8 instructional assistant for 2 hours a day for 180 days at \$7 per hour. · A baseball coach (scheduled for March through May and not time-driven) for \$1,000. <p>The initial S-275 process submits Juan's assignments as:</p> | <p>01-27-910</p> <p>01-28-963</p> | | <p>360</p> | <p>\$ 2,534</p> <p>1,000</p> | <p>(Note 1)</p> | <p>\$ 973 (insurance)</p> <p>\$ 698 (mandatory)</p> |
| <p>Note 1: Initially, an estimated amount may be reported, then updated during the year so at year-end the amount reported is the total of all compensation for all assignments during the year. See the August 31 row below.</p> | | | | | | |
| <p>On January 3, classified employee negotiations for the current school year are completed and a 4 percent increase is made retroactive for the year. The S-275 data is updated to show the increase to Juan's assignments as:</p> <p>In this example, the mandatory benefits are determined by all reported assignment salaries.</p> | <p>01-27-910</p> <p>01-28-963</p> | | <p>360</p> | <p>\$ 2,635</p> <p>1,040</p> | | <p>\$ 973 (insurance)</p> <p>\$ 726 (mandatory)</p> |
| <p>In February, Juan assumed additional duties in the business office. Juan also worked 25 hours selling tickets for the basketball games.</p> <p>Juan had no certificated duty assignments on the October 1 snapshot and these new classified duties were determined after the snapshot date. As a result, the S-275 reporting process is not updated.</p> | | | | | | |
| <p>No further change is made to Juan's assignments.</p> <p>On August 31, the district reviewed payroll and reported Juan's total final salary Item C.4, as:</p> | | | | | <p>\$ 9,401 (actual)</p> | |

| Example 2AK—Sample Reporting for an Individual with Certificated and Classified Duty Assignments | Assignment Code Items D.2 and D.3 | Percent of Contracted Time Item D.4 | Assignment Hours Per Year Item D.5 | Assignment Salary Item D.6 | Total Final Salary Item C.4 | Benefits Items C.5 and C.6 |
|--|---|-------------------------------------|------------------------------------|--|-----------------------------|--|
| <p>On October 1, Ima Doit has a full-time base contract for \$35,775 as a grades 3–4 teacher, a \$1,000 supplemental contract for certificated coaching duties, and an extended three-day supplemental contract for \$596. The base contract is for 180 days at 7.5 hours per day.</p> <p>Also on October 1, Ima is employed 2 hours per day for 180 days as a bus driver. The hourly rate is \$12.</p> <p>The initial S-275 process submits Ima’s assignments as:</p> | 01-27-310-3 01-27-310-4 01-27-312 01-28-311 99-52-950 | 0.533 0.467 | 22.50 360 | \$ 19,068 16,707 596 1,000 4,320 | (Note 1) | \$ 3,870 (insurance) \$ 9,790 (mandatory) |
| <p>Note 1: Initially, an estimated amount may be reported, then updated during the year so at year-end the amount reported is the total of all compensation for all assignments during the year. See the August 31 row below.</p> | | | | | | |
| <p>In December, Ima is assigned a \$600 classified coaching position that is not time-driven. The S-275 reporting process is updated to show Ima’s assignments as:</p> | 01-27-310-3 01-27-310-4 01-27-312 01-28-311 99-52-950 01-28-963 | 0.533 0.467 | 22.50 360 | \$ 19,068 16,707 596 1,000 4,320 600 | | \$ 3,870 (insurance) \$ 9,904 (mandatory) |
| <p>On January 3, certificated contract negotiations for the current school year are completed and a 3 percent increase is made retroactive for the year. Classified employee negotiations for the current school year are completed on the same date and a 4 percent increase is made retroactive for the year. The S-275 reporting process is updated to show the increase to Ima’s assignments as:</p> | 01-27-310-3 01-27-310-4 01-27-312 01-28-311 99-52-950 01-28-963 | 0.533 0.467 | 22.50 360 | \$ 19,640 17,208 614 1,030 4,493 624 | | \$ 3,870 (insurance) \$10,210 (mandatory) |
| <p>Later in the year Ima bought back unused certificated sick leave for \$1,000. The S-275 reporting process is updated to show Ima’s assignments as:</p> | 01-27-310-3 01-27-310-4 01-27-312 01-28-311 99-52-950 01-28-963 01-27-611 | 0.533 0.467 | 22.50 360 | \$ 19,640 17,208 614 1,030 4,493 624 1,000 | | \$ 3,870 (insurance) \$10,450 (mandatory) |
| <p>No further change is made to Ima’s assignments.</p> <p>On August 31, the district reported Ima’s total final salary (Item C.4) of \$44,609. It was calculated as: \$36,848 (base) + \$614 (extended days) + \$1,030 (certificated coaching) + \$4,493 (bus driver) + \$624 (classified coaching) + \$1,000 (buy back) = \$44,609.</p> | | | | | \$ 44,609 (actual) | |

Appendix A: Assignment Codes for School Districts and ESDs

I. Program Codes for School Districts

Program

Code Program Title

| | |
|----|--|
| 01 | Basic Education |
| 02 | Basic Education—Alternative Learning Experience |
| 03 | Basic Education—Dropout Reengagement |
| 18 | Federal Stimulus—Competitive Grants |
| 21 | Special Education—Supplemental—State |
| 22 | Special Education—Infants and Toddlers—State |
| 24 | Special Education—Supplemental—Federal |
| 25 | Special Education—Infants and Toddlers—Federal |
| 26 | Special Education—Institutions—State |
| 29 | Special Education—Other—Federal |
| 31 | Vocational—Basic—State |
| 34 | Middle School Career and Tech Education—State |
| 38 | Vocational—Federal |
| 39 | Vocational—Other Categorical |
| 45 | Skill Center—Basic—State |
| 46 | Skill Center—Federal |
| 47 | Skill Center—Facility Upgrades |
| 51 | Disadvantaged—Federal |
| 52 | School Improvement—Federal |
| 53 | Migrant—Federal |
| 54 | Reading First—Federal |
| 55 | Learning Assistance Program—State |
| 56 | State Institutions, Centers and Homes—Delinquent |
| 57 | Institutions—Neglected and Delinquent—Federal |
| 58 | Special and Pilot Programs—State |
| 59 | Institutions—Juvenciles in Adult Jails |
| 61 | Head Start—Federal |
| 62 | Math and Science—Professional Dev—Federal |
| 64 | Limited English Proficiency—Federal |
| 65 | Transitional Bilingual—State |
| 67 | Indian Education—Federal—JOM |
| 68 | Indian Education—Federal—ED |
| 69 | Compensatory—Other |
| 71 | Traffic Safety |
| 73 | Summer School |
| 74 | Highly Capable |
| 75 | Professional Development—State |
| 76 | Targeted Assistance—Federal |
| 78 | Youth Training Programs—Federal |
| 79 | Instructional Programs—Other |
| 81 | Public Radio/Television |
| 86 | Community Schools |
| 88 | Child Care |
| 89 | Other Community Services |
| 97 | Districtwide Support |
| 98 | School Food Services |
| 99 | Pupil Transportation |
| CP | Capital Projects Funds |
| SB | Associated Student Body |

II. Activity Codes for School Districts**

Activity

Code Activity Title

| | |
|----|---|
| 11 | Board of Directors |
| 12 | Superintendent's Office |
| 13 | Business Office |
| 14 | Human Resources |
| 15 | Public Relations |
| 21 | Supervision (Instruction) - For assignments with districtwide leadership in instructional programs. May include assistant superintendents, supervisors, directors, coordinators, specialists, department chairpersons, and related secretarial and clerical assistants. May also include certain instructional employees. |
| 22 | Learning Resources - Includes audio-visual consultants, film inspectors, film librarians, projectionists, programmers, graphic artists, school librarians, script writers, camera operators, and related secretarial, clerical, and other assistants. |
| 23 | Principal's Office - For assignments in management and coordination of a school unit. Includes principals, assistant principals, vice principals, and related secretarial and clerical assistants. Also includes skill center directors and supervisors. |
| 24 | Guidance and Counseling |
| 25 | Pupil Management and Safety - Includes attendance officers, hall guards, playground aides, and pupil security personnel. May include lunchroom aides when controlling students. |
| 26 | Health/Related Services |
| 27 | Teaching - For assignments in a teacher-learning situation where the teacher is regularly in the presence of the pupils or in regular communication with pupils. |
| 28 | Extracurricular |
| 31 | Instructional Professional Development |
| 32 | Instructional Technology |
| 33 | Curriculum |
| 34 | Professional Learning—State |
| 41 | Supervision (Food Services) |
| 44 | Operations (Food Services) |
| 51 | Supervision (Pupil Transportation) |
| 52 | Operations (Pupil Transportation) |
| 53 | Maintenance (Pupil Transportation) |
| 61 | Supervision (Maintenance and Operation) |
| 62 | Grounds Maintenance |
| 63 | Operation of Buildings |
| 64 | Maintenance |
| 65 | Utilities |
| 67 | Building and Property Security |
| 72 | Information Systems |
| 73 | Printing |
| 74 | Warehousing and Distribution |
| 75 | Motor Pool |
| 91 | Public Activities |
| CP | Capital Projects Funds |
| SB | Associated Student Body |

**Partial information is shown here for clarification. Refer to the 2018-19 Accounting Manual for Public School Districts in the State of Washington for full details on each activity code.

III. Program Codes for ESDs

| Program | |
|-------------|--|
| <u>Code</u> | <u>Program Title</u> |
| 01 | ESD Core Services |
| 02 | ESD Direct Cost Centers and Agency Services |
| 10 | Instructional Resources |
| 12 | Special Education |
| 13 | Special Education—Cooperatives |
| 16 | Staff Development |
| 18 | Educational Technology |
| 19 | K–20 |
| 20 | Safe and Drug-Free Schools |
| 21 | Special Education—Educational Service Agency—State |
| 22 | Traffic Safety |
| 23 | Special Education—Educational Service Agency—Federal |
| 24 | Math and Science |
| 25 | Communication, Reading, Writing |
| 26 | Art |
| 27 | Social Studies |
| 28 | Environmental Education |
| 30 | Highly Capable |
| 32 | Vocational |
| 34 | Early Childhood |
| 36 | Migrant Education |
| 38 | Alternative Learning Experience |
| 40 | Student Assessment |
| 42 | State Institutions |
| 43 | State Institutions—Juveniles in Adult Jails |
| 46 | Health and Fitness |
| 48 | Professional Development Centers |
| 51 | Special Ed—Cooperatives—Infants and Toddlers—State |
| 52 | Special Ed—Cooperatives—Infants and Toddlers—Federal |
| 53 | Special Ed—Edu Srvc Agency—Infants/Toddlers—State |
| 54 | Special Ed—Edu Srvc Agency—Infants/Toddlers—Federal |
| 58 | Race to the Top |
| 59 | Other Instructional Support Programs |
| 62 | Adult Education |
| 64 | Data Processing |
| 66 | Risk Management |
| 68 | Public Communications |
| 70 | Transportation |
| 72 | Environmental Compliance |
| 73 | Nursing Services |
| 74 | Human Resource Services |
| 76 | Employment Programs |
| 78 | Fiscal Agent Services |
| 80 | Group Purchasing |
| 82 | Equipment Repair |
| 89 | Other Noninstructional Support Programs |
| 99 | Transportation Equipment |

IV. Activity Codes for ESDs

| Activity | |
|-------------|---|
| <u>Code</u> | <u>Activity Title</u> |
| 11 | Board of Directors |
| 12 | Superintendent's Office |
| 13 | Business Office |
| 14 | Financial Services |
| 15 | Human Resources |
| 16 | Regional Committee |
| 17 | Public Information |
| 20 | Supervision of Instruction |
| 21 | Staff Development |
| 22 | Curriculum Support |
| 23 | Certification |
| 26 | Health/Related Services |
| 27 | Direct Instruction |
| 41 | Supervision of Food Services |
| 44 | Food Operations |
| 51 | Transportation Supervision and Coordination |
| 52 | Operating Buses |
| 53 | Maintenance of School Buses |
| 56 | Transportation Insurance |
| 59 | Purchase—Rebuilding of Buses |
| 60 | Facilities |
| 72 | Information Systems |
| 73 | Printing and Copying |
| 75 | Motor Pool |
| 98 | General Support |

V. Duty Codes and Definitions for School Districts and ESDs

In the list of duty codes on the following pages, the third digit shown as:

x may be either suffix 0, 1, or 2.

y may be either suffix 0 or 3.

Report, with suffix:

0 – Certificated base contracts and all classified employment assignments except as noted below.

1 – Certificated supplemental contracts for additional responsibility and incentive but not additional time.

2 – Certificated supplemental contracts for extended, extra, or optional days and hours which are available to the employee.

3 – Certain classified employment or payments not related to time.

See beginning page 92 in these instructions for further clarification on the proper use of each duty code suffix.

11x Superintendent - Functions as the chief executive officer of a district.

12x Deputy/Assistant Superintendent - Performs system wide executive management functions in the superintendent's office of a district.

13x Other District Administrator - Directs staff members or manages a function, a program, or a supporting service in a district. Includes administrative assistants, directors, supervisors, and coordinators of districtwide programs.

21x Elementary Principal - Performs the assigned activities of the administrative head of an elementary school, normally any span of grades not above grade 8. Includes elementary and middle school principals.

22x Elementary Vice Principal - Performs assigned activities in support of the head administrator of an elementary school, normally any grade span not above grade 8.

23x Secondary Principal - Performs assigned activities of the administrative head of a secondary school, normally any grade span combination of grades 7–12. Includes junior high and senior high principals.

24x Secondary Vice Principal - Performs assigned activities in support of the administrative head of a secondary school, normally any grade span combination of grades 7–12.

- 25x Other School Administrator - Directs staff members or manages a function, a program, or a support service in a school. Includes administrative assistants, administrative interns, and supervisors of school programs.
- 31x Elementary Homeroom Teacher - Instructs students in self-contained classroom situations for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes the primary instructor for the students, who is responsible for the self-contained classroom situation for the majority of the instructional day. Also includes additional teachers providing instruction at the same time as the homeroom teacher. This may include teachers in the subjects of music, band, physical education, and other specialists, if and only if, the homeroom teacher is actively present in the classroom situation at the same time as the specialist teacher.
- 32x Secondary Teacher - Instructs students in classes or courses in a classroom situation for which daily student attendance is kept, normally in any grade span combination of grades 7–12. Includes preparation period and music, band, and physical education teachers, etc., if they teach full time at a secondary school.
- 33x Other Teacher - Instructs students in ungraded classes, special education, gifted, disadvantaged, early childhood, home or hospital, and adult education.
- 34x Elementary Specialist Teacher - Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes teachers who are not the primary instructor for the students, who provide instruction to several different groups of students or classes throughout the day. Examples would include music, band, and physical education, or other specialists.
- 40x Other Support Personnel - Provides administrative, technical, and logistical support to the instruction program. Includes chairpersons or academic department heads and mentors. Also includes support personnel not specified above, such as attendance officers, educational specialists, dentists, physicians, other student personnel, etc.
- 41x Library Media Specialist - Organizes and manages the use of teaching and learning resource materials, including equipment, content material and services for school libraries. Includes librarians and audio-visual or media specialists.
- 42x Counselor - Assists students to assess and understand their abilities, aptitudes, interests, environmental factors, personal and social adjustments, educational needs, and occupational opportunities.

- 43x Occupational Therapist - Assists students whose abilities to cope are impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.
- 44x Social Worker - Assists in the prevention of or solution to the personal, social, and emotional problems of students which involve family, school, and community relationships when such problems affect the school work of the student.
- 45x Speech-Language Pathologist or Audiologist - Provides diagnostic, therapeutic, and consultative services for individuals disabled by disorders of language, speech, or hearing.
- 46x Psychologist - Evaluates and analyzes students through such activities as measuring and interpreting students' intellectual, emotional, and social development to enhance their educational progress.
- 47x Nurse - ESA-certificated school nurse licensed to perform activities requiring substantial specialized judgment and skill in observation, care and counsel of ill and injured students, and in illness prevention.
- 48x Physical Therapist - Seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.
- 49x Reading Resource Specialist - Serves as a diagnostician, advisor, special instructor and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in a reading program.
- 51x Extracurricular (Base Contract) - Assignment involving the guidance or supervision of a school-sponsored activity designed to provide opportunities for students participation in school and public events. Includes class advisor, club or activity advisor, coach, community recreation, intramural athletics, student activity coordinator, etc.

Note: Use duty code 510 only for extracurricular assignments that are part of a certificated base contract duty assignment. Do not use duty code 511 or 512 for an individual who has no duty code 510 assignment.

- 52x Substitute Teacher - Assignment as a temporary replacement for other teachers assigned duty codes 310, 320, 330, and 340. Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept or in ungraded classes, special education, gifted, disadvantaged, early childhood, home or hospital, and adult education.

- 610 Certificated on Leave - An individual on paid certificated leave from the district other than normal vacation leave or normal paid sick leave. Includes union representatives.
- 611 Certificated Leave Buy Back - Payments to an individual for certificated sick leave buy back or certificated vacation buy out. Does not include normal vacation leave or normal paid sick leave.
- 630 Contractor Teacher - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 310, 320, 330, or 340. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.
- 640 Contractor Educational Staff Associate - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 400, 410, 420, 430, 440, 450, 460, 470, 480, or 490. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.
- 900 Classified on Leave - An individual on paid classified leave from the district other than normal vacation leave or normal paid sick leave.
- 903 Classified Leave Buy Back - Payments to an individual for classified sick leave buy back or classified vacation buy out. Does not include normal vacation leave or normal paid sick leave.
- 91y Aide - Assists classroom teachers or staff members performing professional educational teaching assignments on a regularly scheduled basis. Includes paraeducators, teacher aides, classroom attendants, bus monitors, lunchroom aides, community service aides, etc.
- 92y Crafts or Trades - Performs jobs which require special manual skill and a thorough and comprehensive knowledge of processes involved in work which requires apprenticeship or other formal training programs. Includes carpenters, electricians, painters, glaziers, plumbers, general maintenance, masons, mechanics, plasterers, etc.
- 93y Laborer - Performs manual labor and generally requires no special training. Includes manual activities such as lifting, digging, mixing, pulling, etc.
- 94y Office or Clerical - Performs clerical-type work such as preparing, transcribing, systematizing, or filing written communications and reports and operates such equipment as bookkeeping machines, typewriters, and tabulation machines. Includes secretaries, bookkeepers, messengers, clerks, typists, etc.

- 95y Operator - Performs assignments requiring an intermediate skill level necessary to carry out machine-operating activities. Includes bus drivers, vehicle operators, dispatchers, etc.
- 96y Professional - Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. Includes accountants, architects, attorneys, auditors, dietitians, engineers, statisticians, negotiators, etc. Also includes coaches in positions that do not require certification.
- 97y Service Worker - Performs a service for which there are no formal qualifications, including paraprofessionals and nonsupervisory personnel. Includes custodians, food service workers, security personnel, warehouse workers, delivery persons, etc.
- 98y Technical - Requires a combination of knowledge and skill which can be obtained through about two years of post-high school education such as from a vocational-technical institute or junior college or on-the-job training. Includes computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians, etc.
- 99y Director or Supervisor - Directs staff members and manages a function, a program, or a support service. Includes directors or supervisors of food services, maintenance, transportation, data processing, etc.

VI. Acceptable Assignment Code Combinations for School Districts

The matrix that follows shows acceptable program-activity-duty code combinations for school districts. To use the matrix, start with the assignment program code (top left). Move across the row to find open assignment activity codes. Choose the appropriate activity code and move down the assignment activity column to find open assignment duty codes (bottom left). The process works in reverse also.

Shaded cells indicate the program-activity-duty is closed. For duty codes with the third digit shown as x, y, or z:

x may be either suffix 0, 1, or 2.

y may be either suffix 0 or 3.

z relates only to duty code 61 and may be either suffix 0 or 1.

Notes regarding staffing categories in the prototypical school funding model (Substitute House Bill #2776 from the 2010 Legislative session):

- Classified staff assigned to duty root 91 aide in activity 22 learning resources are categorized as non-instructional aides rather than teaching assistants.
- Classified staff that report student enrollment and classroom attendance should be reported in activity 23 principal's office (duty 94 office or clerical) rather than activity 25 pupil management and safety (duty 91 aides).

Note regarding activity 28 - extracurricular:

Compensation coded here shall include amounts paid to employees for additional duties not associated with the 180 day base contract or other time or incentive related activities.

Note 1 to Program-Activity-Duty Table:

31x elementary homeroom teacher and 34x elementary specialist teacher are not valid for activities 27 teaching and 28 extracurricular in the following programs:

31 vocational–basic–state

34 middle school career and technical education–state

39 vocational–other

45 skill center–basic–state

71 traffic safety

Note 2 to Program-Activity-Duty Table:

- The allowable program-activity-duty code combinations for program 22 are the same as program 21, except for duty roots 23, 24, and 32 which are not allowed in program 22.
- The allowable program-activity-duty code combinations for program 25 are the same as program 24, except for duty roots 23, 24, and 32 which are not allowed in program 25.

VII. Acceptable Assignment Code Combinations for ESDs

The matrix which follows shows acceptable program-activity-duty code combinations for ESDs. To use the matrix, start with the program and activity in accordance with the *Accounting Manual for Educational Service Districts in the State of Washington*. Choose the appropriate activity code (top of matrix) and move down the assignment activity column to find open assignment duty codes (left).

Shaded cells indicate the program-activity-duty is closed. For duty codes with the third digit shown as x, y, or z:

x may be either suffix 0, 1, or 2.

y may be either suffix 0 or 3.

z relates only to duty code 61 and may be either suffix 0 or 1.

| Acceptable Assignment Code Combinations for ESDs | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Duty Code | Activity Code | | | | | | | | | | | | | | | | | | | | | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 26 | 27 | 41 | 44 | 51 | 52 | 53 | 56 | 59 | 60 | 72 | 73 | 75 | 98 |
| 11x | | | | | | | | | | | | | | | | | | | | | | | | |
| 12x | | | | | | | | | | | | | | | | | | | | | | | | |
| 13x | | | | | | | | | | | | | | | | | | | | | | | | |
| 31x | | | | | | | | | | | | | | | | | | | | | | | | |
| 32x | | | | | | | | | | | | | | | | | | | | | | | | |
| 33x | | | | | | | | | | | | | | | | | | | | | | | | |
| 40x | | | | | | | | | | | | | | | | | | | | | | | | |
| 41x | | | | | | | | | | | | | | | | | | | | | | | | |
| 42x | | | | | | | | | | | | | | | | | | | | | | | | |
| 43x | | | | | | | | | | | | | | | | | | | | | | | | |
| 44x | | | | | | | | | | | | | | | | | | | | | | | | |
| 45x | | | | | | | | | | | | | | | | | | | | | | | | |
| 46x | | | | | | | | | | | | | | | | | | | | | | | | |
| 47x | | | | | | | | | | | | | | | | | | | | | | | | |
| 48x | | | | | | | | | | | | | | | | | | | | | | | | |
| 49x | | | | | | | | | | | | | | | | | | | | | | | | |
| 52x | | | | | | | | | | | | | | | | | | | | | | | | |
| 61z | | | | | | | | | | | | | | | | | | | | | | | | |
| 630 | | | | | | | | | | | | | | | | | | | | | | | | |
| 640 | | | | | | | | | | | | | | | | | | | | | | | | |
| 90y | | | | | | | | | | | | | | | | | | | | | | | | |
| 91y | | | | | | | | | | | | | | | | | | | | | | | | |
| 92y | | | | | | | | | | | | | | | | | | | | | | | | |
| 93y | | | | | | | | | | | | | | | | | | | | | | | | |
| 94y | | | | | | | | | | | | | | | | | | | | | | | | |
| 95y | | | | | | | | | | | | | | | | | | | | | | | | |
| 96y | | | | | | | | | | | | | | | | | | | | | | | | |
| 97y | | | | | | | | | | | | | | | | | | | | | | | | |
| 98y | | | | | | | | | | | | | | | | | | | | | | | | |
| 99y | | | | | | | | | | | | | | | | | | | | | | | | |

Appendix B: Personnel Reports and Edits

I. Introduction

This appendix provides a discussion of the reports and edits available on the data submitted through the S-275 reporting process. In order to understand edits, it is first necessary to understand the files that edits review.

S-275 files prepared by the districts are transmitted to OSPI via FTP. Some districts create these files on the WSIPC network and request them to be transmitted to OSPI. For other districts the transmittal file is created on the district computer and sent directly to OSPI. Transmittal files are discarded after posting to the OSPI computer.

The OSPI electronic data system sometimes rejects certain transmitted data (transmittal files) as flawed and does not store it. Such rejected data appears on the database error journal that can be reviewed online using EDS.

All Report S-275 edits review the OSPI file. For a number of reasons, data in the district's file might differ from data in the OSPI file. For example, the transmittal file may not have reached the OSPI file, or some of the data in the transmittal file was flawed and did not enter the OSPI file. For information on flawed data, refer to the database error journal.

Report S-275 is created to OSPI's specifications to display data contained in the OSPI files and the results of edits performed on that data. Report S-275 consists of three parts:

- S-275 Certificated Personnel
- S-275 Classified Personnel
- S-275 Combined Personnel

Each part contains the data submitted by the district and the results of performance of the edit algorithms listed in this appendix on that data. Report S-275 and the related edits on Report S-275 data allow the district to verify the data from the district's file accurately entered the OSPI file. Always use this report when working with edits of data in OSPI files.

As a part of School Apportionment and Financial Services' monthly apportionment process for the months of January through September, the S-275 data used for the month's apportionment computations are subjected to a second edit process. The edit algorithms applied in this second process are the same as are applied to produce

the S-275 Certificated Personnel, S-275 Classified Personnel, and S-275 Combined Personnel edit reports.

II. Personnel Reports

Districts may obtain the following reports at any time through the EDS system or by contacting their educational service district:

- Report S-275 Certificated Personnel. Includes all personnel with certificated assignments. This report includes the results of performance of the edits listed in this appendix.
- Report S-275 Classified Personnel. Includes personnel with classified assignments. This report includes the results of performance of the edits listed in this appendix.
- Report S-275 Combined Personnel. Includes all personnel and assignments. This report includes the results of performance of the edits listed in this appendix.
- Report 1801 Certificated—Report on Salary and Benefits by Program. Includes only certificated assignments.
- Report 1801 Classified—Report on Salary and Benefits by Program. Includes only classified assignments.
- Report S-275 for National Board. This report normally includes only those personnel the district has reported on the S-275 with valid, unexpired certificates by the National Board for Professional Teaching Standards. However, there is an option to select all personnel reported on the district's S-275, to include personnel reported with expired National Board certificates and with no National Board certificate.

III. Overview of the Edit Process

The term edit, as used here, means a computer program that identifies potential errors in data files. All edits look for data that fail some logical process such as a formula or list of acceptable data items. Some edits review an employee's current school year data for missing or questionable items. Others, looking for inconsistencies, compare current reported data to data reported last school year for the same employee. The term exception means an individual personnel record singled out by an edit. Since edits identify only potential errors, not all edit exceptions are errors. An error is a record with incorrect data. A warning is an edit

exception, which identifies personnel records for which the district must verify or correct data as necessary before the reporting target date. The edit will result in an error message when the data fails a logical process or is unacceptable. The edit will result in a warning message when the data is outside some preset parameter. The reporting target dates provide OSPI with the best possible data at crucial dates. Refer to *Section 1.H, When to Report*, on page 18 of this handbook for further details.

These edits do not find all errors, nor do they relieve districts from the responsibility to report accurate data. It is the district's responsibility to review all data and all edits and to make appropriate and timely corrections.

Each time the district updates or corrects data in OSPI's files located in Olympia, the district should obtain and review Report S-275.

Some errors will cause totals on Report S-275 Certificated Personnel to differ from Report 1801 Certificated—Report on Salary and Benefits by Program. Unequal totals on these reports are evidence of unresolved data errors. See Error 73.

Section IV of this appendix explains each edit. Examples are included. The section is organized numerically by the edit message number appearing on Report S-275. Please refer to other portions of the S-275 reporting process instructions for additional information.

OSPI may review edits of the personnel records, and districts may be requested to explain unresolved edit exceptions.

The phrase verify or correct means to:

- (1) Review each edit exception.
- (2) Determine from district records which, if any, of the exceptions are errors and, if so, which data items are in error.
- (3) If the exception is not an error, make note on the report for future reference certifying the data are accurate as presented on Report S-275. For example, an exception that is not an error may occur if the district made corrections in the current year based on audited personnel records and errors remain in last year's files.
- (4) If the exception is an error and:
 - (a) If the error is in the current year's data, correct the erroneous data items on Report S-275.
 - (b) If the error is in last year's data, the district may be required to correct data items for that year. Contact School Apportionment and Financial Services, 360-725-6300, regarding errors in prior year data.
- (5) Submit corrections for current year data errors the same way your district submits other changes to these forms. See *Section 1.H, When to Report*, on page 18 and *Section 1.I, How to Submit a Report*, on page for further details.

IV. Report S-275 Personnel Edits

Use the comments below to interpret and resolve edit exceptions printed on Report S-275.

Conventions used in the following pages:

- All edits are in numerical order. Edit numbers are those on Report S-275.
- Warning—edit messages indicate edit exceptions that are potential errors and might or might not require correction.
- Error—edit messages indicate edit exceptions that are errors and must be corrected.
- Symbols used in this appendix are:
 - > means greater than.
 - ≥ means greater than or equal to.
 - < means less than.
 - " " means a blank space.

| Error or Warning Number | Message |
|---|---|
| Error 1 No Last Name Entered | The employee's last name cannot be blank. |
| Warning 2 Birth Date Questionable | <p>One of the following conditions is true:</p> <ul style="list-style-type: none"> • The birth month entered is < 1 or > 12; • The birth day entered is < 1 or > 31; or • The report year minus the birth year entered is < 18 or > 77. <p><i>Verify or correct Item A.5, Birth Date.</i></p> <p>Most edit exceptions will result from the third condition above. It is unusual for an employee to be either so young or so old.</p> <p>Example: Aubrey was born in 1964 but reported as born in 1934. For the October 1, 2018, report, $2018 - 1934 = 84$. Since the result (84) is greater than 77, an exception is found by this edit. Correcting the birth year to 1964 resolves the exception.</p> |
| Warning 3 Invalid Sex Code | <p>The code entered must be M, F, or X.</p> <p><i>Correct Item A.6, Sex.</i></p> |
| Warning 4 Invalid Ethnic Code | <p>The code entered must be N or Y.</p> <p><i>Correct Item A.7, Ethnic Code.</i></p> |
| Warning 5 Invalid Race Code | <p>The code(s) entered must be W, B, I, A, or P.</p> <p><i>Correct Item A.8, Race Code.</i></p> |
| Error 6 Invalid Social Security Number | <p>The social security number must be a valid nine-digit number.</p> <p><i>Correct Item A.3, Social Security Number.</i></p> <p>If this error cannot be corrected through the S-275 reporting process, contact Laura Gooding, OSPI Professional Education and Certification, 360-725-6400, and provide the person's valid social security number.</p> |

| Error or Warning Number | Message |
|--|---|
| Warning 7 Invalid Certificate Number | This error occurs only if the person was reported with a certificate number which is not valid. <i>Obtain the correct certificate number for this employee.</i> |
| Edits 8 Through 9 | There are no edits 8 through 9 at this time. |
| Warning 10 Invalid CBRTN Code | The code entered must be C, B, R, T, or N. <i>Correct Item A.9, CBRTN code.</i> |
| Warning 11 CBRTN Code = B and Experience \geq 0.5 | The CBRTN code must not be B for employees with certificated duty assignments who have more than .4 certificated years of experience. <i>Correct Item A.9, CBRTN code or Item B.7, Years of Experience.</i> |
| Warning 12 Experience < 0.5 and CBRTN Code Not = B | The CBRTN code must be B for employees with a certificated duty assignment who have less than 0.5 certificated years of experience. <i>Correct Item A.9, CBRTN code or Item B.7, Years of Experience.</i> |
| Warning 13 CBRTN Not C and Reported Last Year | It appears the current CBRTN code should be C (continuing) when it is not. <i>Verify or correct Item A.9, CBRTN code.</i> Example: Last year, Ben was reported in a district with a CBRTN code of T (transfer). This year the same district reported him with a CBRTN code of T again. The CBRTN code should be C. |
| Edits 14 Through 19 | There are no edits 14 through 19 at this time. |
| Warning 20 Invalid Degree Level | The code entered must be S, V, B, H, G, M, or D for any individual with a certificated duty assignment. For individuals with only classified duty assignments, this field may be blank. <i>Correct Item B.1, Highest Degree Level.</i> |
| Edit 21 | There is no edit 21 at this time. |

| Error or Warning Number | Message |
|---|---|
| <p>Warning 22 Degree Year Questionable</p> | <p>The degree year appears to be too long ago or in the future. One of the following conditions is true:</p> <ul style="list-style-type: none"> • The highest degree year is less than the report year minus 60. • The degree year is greater than the report year. <p><i>Verify or correct the Highest Degree Year, Item B.2.</i></p> <p>Example 1: Carla was reported with a 2020 bachelor's degree. Since 2020 is in the future, an exception results. Correcting the highest degree year to 2003 resolves the exception.</p> <p>Example 2: Bill was reported with a 1919 master's degree. Since 1919 is less than 2018 minus 60, an exception results. Correcting the highest degree year to 1979 resolves the exception.</p> |
| <p>Warning 23 Highest Degree Level Lower than Last Year</p> | <p>A lower degree level is reported this year when compared to what was reported last year. This edit ranks degree levels from high to low as follows:</p> <p>D doctorate</p> <p>M master's</p> <p>H or G grandfathered and hold harmless</p> <p>B, S, or V bachelor's or nondegreed</p> <p><i>Verify or correct Item B.1, Highest Degree Level.</i></p> <p>Example: David was reported last year with a master's degree and this year he was reported with a bachelor's degree. Since a bachelor's is a lower degree level than a master's, an exception is found.</p> |

| Error or Warning Number | Message |
|--|--|
| <p>Warning 24 Highest Degree Changed but Year Did Not</p> | <p>The highest degree level reported this year is different than the highest degree level reported last year. But both degrees were reported as earned in the same year. <i>Verify or correct either Item B.1, Highest Degree Level, or Item B.2, Highest Degree Year.</i></p> <p>Example: Eve was reported last year with a master's degree earned in 1983. This year she was reported with a doctorate earned in the same year, 1983. The edit finds this exception. Report the correct degree level and year.</p> |
| <p>Warning 25 Degree Year Changed but Not Degree Level</p> | <p>The same degree level was reported both this year and last year. But the degree year is reported differently this year. <i>Verify or correct either Item B.1, Highest Degree Level, or Item B.2, Highest Degree Year.</i></p> <p>Example: Frank was reported both years with a master's degree. But the degree was reported last year as earned in 1983 and this year as earned in 1993. The edit finds this exception.</p> |
| <p>Warning 26 Degree Year < Reported Last Year</p> | <p>The highest degree year reported this year precedes the one reported last year. <i>Verify or correct Item B.2, Highest Degree Year.</i></p> <p>Example: Gerri was incorrectly reported last year with a high degree year of 1993. This year she was correctly reported with the year of 1983. Since the degree year changed to an earlier year this creates an exception. Note since 1983 is correct, this exception is not an error.</p> |

| Error or Warning Number | Message |
|---|--|
| <p>Warning 27</p> <p>Degree Level Changed and Credits Did Not</p> | <p>The highest degree level reported is higher this year than last year but credits earned since the high degree has not decreased. This may mean the district forgot to recalculate eligible credits reportable with the new degree. This edit ranks highest degree levels from high to low as follows:</p> <p>D doctorate</p> <p>M master's</p> <p>H or G hold harmless and grandfathered</p> <p>B, S, or V bachelor's or nondegreed</p> <p><i>Verify or correct Item B.1, Highest Degree Level, or credits reported in Items B.3, B.4, B.5, and B.6.</i></p> <p>Example: Patrick was reported last year with a bachelor's degree, 78 academic credits and 2 in-service credits. This year Patrick has a master's degree but the district forgot to review eligible credits and again reported 80 credits (35 excess credits should have been reported). The edit finds this exception.</p> |
| <p>Edits 28 Through 29</p> | <p>There are no edits 28 through 29 at this time.</p> |
| <p>Warning 30</p> <p>Questionable Number of Credits</p> | <p>The total of all credits reported for the individual exceeds one of the following:</p> <ul style="list-style-type: none"> • 0 credits for individuals with degree level " " (blank). • 30 credits for individuals with degree level S. • 300 credits for individuals with degree level B. • 300 credits for individuals with degree level G. • 400 credits for individuals with degree level M. • 500 credits for individuals with degree levels H or V. <p>An error can occur when the district inadvertently enters the same credits in more than one field.</p> <p><i>Verify or correct the credits reported in Items B.3 through B.6.</i></p> |

| Error or Warning Number | Message |
|---|---|
| Warning 31 In-Service Credits Questionable | Reported in-service credits exceed 150 credits. <i>Verify or correct the number of in-service credits earned since August 31, 1987, and since the highest degree reported in Item B.4.</i> |
| Warning 32 Excess Credits Seem High | Reported excess credits exceed 300 credits. <i>Verify or correct the number of excess credits reported in Item B.5.</i> |
| Warning 33 Excess Credits not Eligible for this Degree | Excess credits may be reported only for staff with a highest degree level M. <i>Correct Item B.1, Highest Degree Level, or Item B.5, Excess Credits.</i> |
| Warning 34 Credits Decreased but Same Degree | The highest degree reported is the same as last year, but fewer credits have been reported this year. <i>Verify or correct Item B.1, Highest Degree Level, or all eligible credits reported in Items B.3 through B.6.</i> Example: Howard was reported last year with a master's degree, 30-quarter credits, and 2 in-service credits. In this year's report his in-service credits were forgotten. A master's was reported both years but the number of credits earned beyond the degree were: Last year: $30 + 2 = 32$ (correct) This year: $30 = 30$ (incorrect) The edit finds this exception. |
| Warning 35 Degreed Staff with Nondegree Credits | The individual is reported as degreed with a B, D, G, or M. Nondegree credits are reported only for those with highest degree level H, S, or V. <i>Correct Item B.1, Highest Degree Level, or Item B.6, Nondegree Credits.</i> |

| Error or Warning Number | Message |
|--|--|
| <p>Warning 36 Nondegreed Staff with Degree Credits</p> | <p>The individual is reported as nondegreed with a highest degree level H, S, or V and one of the following is true:</p> <ul style="list-style-type: none"> • Academic credits were reported for highest degree level S or V. • In-service credits were reported for highest degree level S or V. • Excess credits were reported for highest degree level H, S, or V. <p><i>Correct Item B.1, Highest Degree Level, or the credits reported in Items B.3, B.4, and B.5.</i></p> |
| <p>Edit 37</p> | <p>There is no edit 37 at this time.</p> |
| <p>Warning 38 Cert FTE > 1.0</p> | <p>No employee may be counted as more than a 1.0 FTE certificated staff.</p> <p><i>Correct Item C.3, Certificated FTE.</i></p> |
| <p>Edit 39</p> | <p>There is no edit 39 at this time.</p> |
| <p>Warning 40 Experience Appears High for Age</p> | <p>There appears to be an excessive number of experience years reported for an individual with a certificated duty assignment. The edit looks at the difference between the report year and the year in which the individual's age was 19. If reported years of experience exceed this difference, an exception is found by this edit.</p> <p><i>Verify or correct Item B.7, Years of Experience, or Item A.5, Birth Date.</i></p> <p>Example: John was born in 1969 and has 22 years of experience. He was reported with 32 years of experience. The edit calculates $2018 - (1969 + 19) = 30$. Since the reported experience (32) is greater than 30, this edit finds an exception. Correcting the years of experience to 22 eliminates the edit exception.</p> |

| Error or Warning Number | Message |
|---|--|
| <p>Warning 41 Questionable Increase in Experience</p> | <p>For an individual with a certificated duty assignment, reported years of experience is less than expected by the edit or the employee's years of experience increased by more than one year.</p> <p><i>Verify or correct Item B.7, Years of Experience.</i></p> <p>Expected years of experience are calculated by adding last year's reported experience to one-half of last year's FTE. It is common an employee reported as of October 1 as one FTE may actually work less than expected. The factor of one-half in the edit formula allows for actual experience that differs from reported FTE.</p> <p>If an employee actually works one-half or less of the prior year's reported FTE or was employed by two or more districts, this exception might not be an error.</p> <p>Example 1: Karen was reported last year with 19.0 years of experience and 1.000 FTE. This year she was reported incorrectly with 30.0 years of experience. The minimum expected experience = $19.0 + 0.5 \times 1.000 = 19.5$. The maximum expected experience = $19.0 + 1.0 = 20.0$. The range of expected experience is from 19.5 years to 20.0 years. Since this expected range does not include Karen's reported experience of 30.0, the edit finds this an exception. Eliminate the exception by correctly reporting Karen's experience.</p> <p>Example 2: Lyle was reported last year with 19.0 years of experience and .500 FTE. This year he was reported correctly with 19.1 years of experience. (He worked only 0.1 FTE last year.) The minimum expected experience = $19.0 + 0.5 \times 0.5 = 19.25$. The maximum expected experience = $19.00 + 1.0 = 20.0$. This yields a range of expected experience between 19.25 and 20.0 years. This range does not include the reported experience of 19.1 years. The edit finds an exception, which in this case, is not an error. No correction is necessary.</p> |

| Error or Warning Number | Message |
|--|---|
| <p>Error 42 Invalid Full-Time Contract Days per Year for 1.0 FTE</p> | <p>A full-time certificated contract provides services for no less than 180 days. (WAC 392-121-215). One of the following is true:</p> <ul style="list-style-type: none"> • Zero contract days are reported with a certificated base contract assignment duty code. • Fewer than 180 contract days are reported with a certificated base contract assignment duty code between 310 and 490. • Contract days are reported as more than 366. <p><i>Correct Item C.2, Certificated Base Contract FTE Number of Days.</i></p> <p>Example: Martha was reported as 0.928 FTE with 167 certificated base contract FTE number of days. A full-time year in this district position is 180 days. Report 180.0 days even though Martha works only 167 days.</p> |
| <p>Warning 43 Full-Time Contract Days per Year for 1.0 FTE Appear Small</p> | <p>Fewer than 180 contract days are reported with a certificated base contract assignment duty code between 100 and 690.</p> <p><i>Verify or correct Item C.2, Certificated Base Contract FTE Number of Days.</i></p> |
| <p>Error 44 Invalid Full-Time Contract Hours per Day for 1.0 FTE</p> | <p>Certificated base contract hours per FTE day are reported as zero (0) or more than 12.00.</p> <p><i>Correct Item C.1, Certificated Base Contract Hours Per FTE Day.</i></p> |

| Error or Warning Number | Message |
|--|---|
| <p>Warning 45</p> <p>Full-time Contract Hours per Day for 1.0 FTE Appear Small</p> | <p>One of the following is true:</p> <ul style="list-style-type: none"> • Fewer than 7.00 contract hours per day are reported with a certificated base contract assignment duty code between 110 and 250. • Fewer than 6.00 contract hours per day are reported with a certificated base contract assignment duty code between 310 and 640. <p><i>Verify or correct Item C.1, Certificated Base Contract Hours Per FTE Day.</i></p> <p>Example: Martha was reported as 0.500 FTE with 3.75 certificated base contract hours per FTE day. A full-time day in this district position is 7.50 hours. Report 7.50 hours even though Martha works only 3.75 hours, a half-day.</p> |
| <p>Error 46</p> <p>Cert FTE > 0 and no Cert Assignment</p> | <p>Report an FTE of zero (0) for employees who do not have certificated base contract assignments. Report an FTE greater than zero (0) for employees who do have certificated base contract assignments.</p> <p><i>Correct Item C.3, Certificated FTE, or add the missing assignment information.</i></p> |
| <p>Error 47</p> <p>Assignment Hours per Year = 0</p> | <p>This error appears for certificated base contract assignment codes (duty code suffix 0) if either item <i>C.1, Certificated Base Contract Hours Per FTE Day</i>, <i>Item C.2, Certificated Base Contract FTE Number of Days</i>, or <i>Item C.3, Certificated FTE</i>, is reported as zero (0).</p> <p><i>Correct the appropriate item.</i></p> |

| Error or Warning Number | Message |
|--|---|
| <p>Warning 48</p> <p>Excessive Assignment Hours per Year</p> | <p>One of the following is true:</p> <ul style="list-style-type: none"> • More than 2,096 assignment hours per year are reported with an assignment duty code suffix 0. • More than 400 assignment hours per year are reported with an assignment duty code suffix 2. • More than 0 assignment hours per year are reported with an assignment duty code suffix 1 or 3. • More than 2,096 assignment hours per year are reported in total among all assignments. <p>Verify or correct Item D.5, Assignment Hours Per Year.</p> |
| <p>Edit 49</p> | <p>There is no edit 49 at this time.</p> |
| <p>Error 50</p> <p>Assignment Salary = 0</p> | <p>This edit applies to certificated assignments with duty code suffix 0. The assignment salary field for the assignment is blank or zero. A salary for every assignment must be reported.</p> <p><i>Report an assignment salary for every reported assignment.</i></p> |

| Error or Warning Number | Message |
|---|--|
| <p>Warning 51 Annualized Salary Appears Too Small</p> | <p>This edit applies to all assignments with duty code suffix 0. One of the following is true:</p> <ul style="list-style-type: none"> • An annualized certificated duty assignment salary reported is less than \$40,760. Annualized certificated salary is calculated by dividing the reported <i>Assignment Salary, Item D.6</i>, by the product of the reported <i>Certificated FTE, Item C.3</i>, and the reported <i>Percent of Contracted Time, Item D.4</i>. • An annualized classified duty assignment salary is less than \$23,920 (equivalent to \$11.50 per hour—state minimum wage beginning January 1, 2018). Annualized classified salary is calculated by dividing the reported <i>Assignment Salary, Item D.6</i>, by the reported <i>Assignment Hours Per Year, Item D.5</i>, and multiplying the result by 2080. <p><i>Verify and correct the appropriate items if necessary. Disregard this edit if it is generated due to rounding.</i></p> <p>Example: Mark was reported as 0.500 FTE with one certificated base contract assignment. The assignment was reported with 100 percent of contract time and an assignment salary of \$14,000. The annualized salary for this assignment is $\\$14,000 / (0.500 \times 100\%) = \\$28,000$.</p> |

| Error or Warning Number | Message |
|--|---|
| <p>Warning 52</p> <p>Annualized Salary Appears Excessive</p> | <p>This edit applies to all assignments with duty code suffix 0. One of the following is true:</p> <ul style="list-style-type: none"> An annualized certificated duty assignment salary reported appears large: <ul style="list-style-type: none"> Certificated administrative staff: \$250,000. Certificated instructional staff: \$125,092. <p>Annualized certificated salary is calculated by dividing the reported <i>Assignment Salary, Item D.6</i>, by the product of the reported <i>Certificated FTE, Item C.3</i>, and the reported <i>Percent of Contracted Time, Item D.4</i>.</p> <ul style="list-style-type: none"> An annualized classified duty assignment salary appears large: <ul style="list-style-type: none"> Classified: \$200,000. <p>Annualized classified salary is calculated by dividing the reported <i>Assignment Salary, Item D.6</i>, by the reported <i>Assignment Hours Per Year, Item D.5</i>, and multiplying the result by 2080.</p> <p><i>Verify and correct the appropriate items.</i></p> <p>Example: Maria was reported as 0.100 FTE with one base contract assignment. The assignment was reported with 100 percent of contract time and an assignment salary of \$37,000. The annualized salary for this assignment is $\\$37,000 / (0.100 \times 100\%) = \\$370,000$. Maria's reported <i>Assignment Salary, Percent of Contracted Time</i>, and <i>Certificated FTE</i> should be verified.</p> |
| <p>Warning 53</p> <p>Total Final Salary Appears Small</p> | <p>Districts estimate <i>Item C.4, Total Final Salary</i>, at the beginning of the year and update it at the end of the school year. A warning appears when total final salary is less than the sum of reported assignment salaries.</p> <p><i>Verify or correct Item C.4, Total Final Salary. For 2018–19 school year data, disregard this edit after May 2019.</i></p> |

| Error or Warning Number | Message |
|---|---|
| Warning 54 Total Final Salary Has Not Been Updated | Districts estimate <i>Item C.4, Total Final Salary</i> , at the beginning of the year and update it at the end of the school year. From June 1, 2019, through the end of the 2018–19 school year, a warning appears when the update date is before May 1, 2019. <i>Update Item C.4, Total Final Salary.</i> |
| Edit 55 | There is no edit 55 at this time. |
| Warning 56 Additional Salary Appears Large | This edit applies to all certificated supplemental contract assignments with duty code suffix 1 or 2. The assignment salary exceeds \$20,000. <i>Verify or correct Item D.2, Assignment Duty Code, and Item D.6, Assignment Salary.</i> |
| Edits 57 Through 59 | There are no edits 57 through 59 at this time. |
| Warning 60 Insurance Benefits Appear Small | The insurance benefit reported is less than \$900 and the sum of certificated FTE and classified FTE is at least half time. <i>Verify or correct Item C.5, Annual Insurance Benefits, Item C.3, Certificated FTE, and Item D.5, Assignment Hours Per Year.</i> |
| Warning 61 Insurance Benefits Appear Large | One of the following is true: <ul style="list-style-type: none"> • The sum of certificated FTE and classified FTE is half time or more and the insurance benefit reported is greater than \$18,000. • The sum of certificated FTE and classified FTE is less than half time and the insurance benefit reported is greater than \$18,000 times the FTE. <i>Verify or correct Item C.5, Annual Insurance Benefits.</i> |
| Warning 62 Mandatory Benefits Appear Small | Dividing reported mandatory benefits, <i>Item C.6</i> , by the sum of all reported assignment salaries results in a value less than 6 percent. <i>Verify or correct Item C.6, Annual Mandatory Benefits.</i> |

| Error or Warning Number | Message |
|--|---|
| Warning 63 Mandatory Benefits Appear Large | Dividing reported mandatory benefits, <i>Item C.6</i> , by the sum of all reported assignment salaries results in a value greater than 30 percent. <i>Verify or correct Item C.6, Annual Mandatory Benefits.</i> |
| Edits 64 Through 69 | There are no edits 64 through 69 at this time. |
| Error 70 Incorrect Grade Group for Assignment | <p>One of the following is true:</p> <ul style="list-style-type: none"> • The assignment is a basic education program 01, 02, 03, 31, 34, 45, or 97 or special education program 21 and 22 certificated instructional staff (duty code between 310 and 490 or between 630 and 640) assignment and a grade group code other than a P, K, 1, 2, 3, 4, 5, 6, E, M, or H has been used. • The duty code is 310, elementary teacher, and the grade group is reported as M or H, which are secondary level grade groups. • The duty code is 320, secondary teacher, and the grade group is reported as P, K, 1, 2, 3, 4, 5, 6, or E, which are elementary level grade groups. • The assignment is a basic education certificated instructional assignment and the grade group reported is P. There is no preschool in basic education programs 01, 02, 03, 31, 34, 45, and 97. The accounting manual for school districts permits preschool in programs 21, 22, 24, 25, 29, 88, and 89. <p><i>Correct Item D.3, Grade Group Assignment, or Item D.2, Assignment Code.</i></p> |

| Error or Warning Number | Message |
|---|---|
| <p>Error 71 Grade Group Missing from Assignment</p> | <p>The assignment is a basic education program 01, 02, 03, 31, 34, 45, or 97 or special education program 21 or 22 certificated instructional staff (duty code between 310 and 490 or between 630 and 640) base contract (duty code suffix 0) assignment and <i>Item D.3, Grade Group Assignment</i>, is blank.</p> <p><i>Correct Item D.3, Grade Group Assignment, or Item D.2, Assignment Code.</i></p> |
| <p>Error 72 Invalid Assignment Code</p> | <p>No program-activity-duty assignment code was reported or a program, activity, or duty code not authorized in Appendix A was reported. <i>Correct Item D.2, Assignment Code.</i></p> |
| <p>Error 73 Total Assignment Percents Do Not = 100.0</p> | <p>Certificated assignment percents must total 100.0. This error will cause the FTE totals on Report S-275 Certificated Personnel to differ from the FTE totals on Report 1801 Certificated.</p> <p><i>Correct Item D.4, Percent of Contracted Time.</i></p> |
| <p>Error 74 Assignment Percent Missing</p> | <p>Report assignment percents for all certificated base contract assignments. Do not report assignment percents for duty code suffix 1 or 2 assignments or for classified assignments.</p> <p><i>Correct Item D.4, Percent of Contracted Time, or Item D.2, Assignment Code.</i></p> |
| <p>Warning 75 Building Code Belongs to Another District</p> | <p>A building code belonging to another district was reported.</p> <p><i>Verify the individual actually works in that building or correct Item D.1, Building Code.</i></p> |

| Error or Warning Number | Message |
|--|---|
| <p>Error 76</p> <p>Invalid Building Code</p> | <p>The building code must be a valid four-digit number, either:</p> <ul style="list-style-type: none"> • The district office building code (1000–1306 for school districts); or • A school building code (1500–59xx); or • A support building code, such as for transportation (70xx). <p>The building code may <u>not</u> be:</p> <ul style="list-style-type: none"> • Blank, or • 0000, or • 9999, or • A closed school building code. <p>Districts should use the list of school codes in the Education Directory of the OSPI website: https://eds.ospi.k12.wa.us/DirectoryEDS.aspx, and report staff to the same school code that the students they serve are reported.</p> |

Appendix C: Sample Documentation Forms

Sample Forms. The following pages provide sample forms for:

- Documenting recognition of eligible credits earned after September 1, 1995.
- Verification of out-of-district years of experience.
- Verification of certain continuing education clock hours for licensed advanced nurse practitioners, licensed occupational therapists, licensed physical therapists, and licensed psychologists.

These forms are provided as a convenience to districts. Their use is optional.

**Eligible Academic, In-service, or Nondegree Credits to Be Recognized
for Reporting on Report S-275**

| | | | |
|--------------------|--|------|--|
| Employee's Name | | Date | |
| School or Location | | | |
| Current Assignment | | | |

Instructions

- Enter in the table below the requested information about each course. Use the list of criteria below to determine which numbers to put in the last column. Additional sheets listing more courses may be attached to this certification.
- Deliver this form to the district personnel office and request these credits be recognized for reporting on Report S-275.
- Provide additional documentation as required by WAC 392-121-280 to the district personnel office.
- Contact the district personnel office or collective bargaining unit representative to obtain copies of district policies or contract language relating to eligibility of credits for salary classification, preapproval of credits, required documentation, timelines for submission of forms, and procedures for resolving disputes.

| Date or Term Earned | Institution or Provider | Course Designation and Title | Number of Quarter Credits or Equivalent | Recognition of Credits is Based on the Following Criteria #'s *1* |
|---------------------|-------------------------|------------------------------|---|---|
| | | | | |
| | | | | |

1 = Explain connection of course content to recognition criteria. Attach additional page(s) as needed.

Recognition Criteria

Credits earned after September 1, 1995, must meet additional criteria established per WAC 392-121-262 before they can be reported on Report S-275. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned.
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
5. It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff of the school district where the potential of the future assignment is agreed upon by the school district and the individual.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff.

Employee's Signature

Date

Original to Personnel Office

Copy to Employee

Verification of Professional Employment

To:

| |
|---|
| Superintendent or Chief Executive Officer |
| School System or Institution |
| Street Address |
| City, State, Zip Code |

Return completed verification to the address below.

From:

| |
|--|
| |
| |
| |
| |

The individual whose name appears below must have previous professional employment verified. Please complete the information requested on the reverse side of this form. Your assistance in establishing a correct service record for this employee is appreciated.

| |
|---|
| Individual's Name (First Middle Last) |
| Full Name When Last Employed with Your Organization |
| Certificate Number |
| Approximate Dates of Employment for Which Verification Is Requested |
| Approximate Dates of Leave of Absence Periods |
| Position(s) |
| Name of School(s) or Departments |

I authorize you to release all information requested in this verification of professional employment to the school district listed above.

Employee Signature

____/____/____.

Date

Verification of Experience

Instructions for Schools:

- Use one line for each academic year or change in status.
- Clearly identify unpaid leave of absence periods.
- For preschool through grade 12 experience, indicate whether a state education license (certification) was required.
- Do not record tutoring, practice work, or student teaching.
- Record casual substitute teaching in substitute column only.
- Prorate full-time experience for partial days and unpaid leaves of absence.

Instructions for Industry Employers:

- Use one line for each calendar year or change in status.
- Divide work experience into management (supervisory) and non-management assignments.
- Calculate hours worked in each category. Do not duplicate.
- Prorate full-time experience for partial days and unpaid leaves of absence.
- Record work experience only in the following occupational area: _____.

| Institution | Dates of Service from Mo/Day/Yr to Mo/Day/Yr | Number of Paid Days in Full-Time Year | Number of Paid Hours in Full-Time Day | Number of Hours Paid This Period | Number of Full-Time Equivalent Substitute Teaching Days During This Period | Position | If Preschool or K-12 Employment, Was State Education License (Certification) Required? | | |
|------------------------------------|--|---|---------------------------------------|----------------------------------|--|--------------------|--|-----------|------------|
| Example 1: Pine Ridge School | 9/1/2001 to 6/12/2002 | 184 | 7.5 | 184 x 3.75 = 690 | | Secondary Teacher | <u>Yes</u> | No | N/A |
| Example 2: Idaho College | 9/15/2002 to 6/15/2008 | Contracted for 16 credits each quarter for 3 academic quarters (full-time employment) | | | | Math Professor | Yes | No | <u>N/A</u> |
| Example 3: California Coast School | 3/13/2011 to 3/24/2011 | | | | 10 | Substitute Teacher | Yes | <u>No</u> | N/A |
| Example 4: Seattle Public Schools | 6/1/2011 to 6/21/2011 | | | | 15 | Substitute Teacher | <u>Yes</u> | No | N/A |
| | | | | | | | Yes | No | N/A |
| | | | | | | | Yes | No | N/A |
| | | | | | | | Yes | No | N/A |

| | | | |
|---|-------|-----------------------|--|
| Signature of Superintendent or Designee | | Street Address | |
| Date | Title | City, State, Zip Code | |

Appendix D: Reporting Education and Experience

The following guide is provided to assist school districts in reporting the education and experience of their certificated employees on the S-275 report.

How is the education and experience level of certificated employees determined?

Report the education and experience level of certificated employees based on the employee's:

- Highest degree
- Total eligible credits
- Certificated years of experience

Reference: WAC 392-121-270 Reporting the education and experience of certificated instructional employees [*Proposed change*].

How is the highest degree level determined?

Highest degree must be from a regionally or nationally accredited college or university.

For certificated employees with college degrees:

- B = Bachelor's degree (and who are not reported as "G" or "H").
- G = Bachelor's degree, Grandfathered at BA+135 column (reported on S-275 with BA+135 or more credits before January 1, 1992).
- H = Bachelor's degree, obtained while employed in Washington as a nondegreed vocational (CTE) instructor ("Hold harmless").
- M = Master's degree (or any degree between the master's and doctoral degrees).
- D = Doctorate degree.

For certificated employees without college degrees:

- V = Vocational (CTE) instructors who hold no bachelor's or higher level degree, or who are "nondegreed" according to WAC 392-121-250(2)(b).
- S = Nondegreed certificated employees in Special circumstances.

Note 1: Nondegreed vocational (CTE) instructors are those with vocational (CTE) certificates only. If the employee holds other certificates, report that employee's highest degree level.

References: S-275 Personnel Reporting Instructions and WAC 392-121-250

Definition—Highest degree level.

| |
|--|
| How are total eligible credits determined? |
|--|

Total eligible credits include:

- Academic credits (since highest degree)
 - After first bachelor's degree
 - Earned from accredited college or university
 - Transferable or applicable to bachelor's degree or higher
- In-service credits (since highest degree)
 - After August 31, 1987
 - After first bachelor's degree
 - From approved in-service provider
 - Continuing education credit hours meeting the internship requirements of chapter 181-83 WAC
 - Continuing education credit hours awarded in conformance with WAC 181-85-033
 - Educational staff associates can count continuing education credits which are required to maintain health professions licensure
- Excess credits
 - Applicable if highest degree = master's
 - Academic and in-service credits in excess of 45 earned between the bachelor's and master's degree
- Nondegree credits (usually for nondegreed vocational (CTE) instructors)
 - 1 credit per 100 hours of occupational experience (after meeting the minimum vocational (CTE) certification experience requirement of 6,000 hours)

- 1 credit per 10 clock hours of vocational (CTE) educator training (after meeting the minimum vocational (CTE) certification program training requirements)

Note 2: Credits earned after September 1, 1995, are eligible only if the district recognizes those credits as meeting additional state reporting criteria in WAC 392-121-262.

Note 3: Nondegreed vocational (CTE) instructors are reported with degree code “V”; they are considered to have the same education level as a person with a bachelor’s degree except those with 135 or more nondegree credits and are therefore considered to have the same education level as a person with a master’s degree and 0 credits.

References:

WAC 392-121-255 Definition—Academic credits

WAC 392-121-257 Definition—In-service credits

WAC 392-121-259 Definition—Nondegree credits

WAC 392-121-261 Definition—Total eligible credits

WAC 392-121-262 Definition—Additional criteria for all credits

WAC 392-121-270 Reporting the education and experience of certificated instructional employees [*Proposed change*].

How are certificated years of experience determined?

Certificated years of experience include only “professional education employment”:

- In public or private P–12 schools in certificated positions (teacher—Yes; teacher assistant—No).
- In colleges or universities in positions comparable to K–12 certificated positions (math professor—Yes; custodian—No).
- In governmental education agencies (ESD, OSPI, U.S. Department of Education, etc.) in a professional position (curriculum director—Yes; mail clerk—No).
- And military, Peace Corps, or VISTA service, or sabbatical leave, which interrupted professional education employment above.

- And management experience—for nondegreed vocational (CTE) instructors only (after meeting minimum vocational (CTE) certification experience requirement of 6,000 hours; maximum of 6 years).
- And, for educational staff associates, up to 2 years “nonschool” experience if it was similar to employment as an ESA and either required health licensure (for occupational therapists, physical therapists, or registered nurses) or was after completing the minimum education requirement for ESA certification (for speech-language pathologists or audiologists, counselors, psychologists, or social workers).

Reference: WAC 392-121-264 Definition—Certificated years of experience.

Note 4: Districts should report only the degrees, credits, and experience which meet the documentation criteria in WAC 392-121-280 Reporting education and experience on Report S-275—Documentation required [*Proposed change*].

Appendix E: K–12 Staff Ratio Funding

STATUTORY CITATION: RCW 28A.150.100, RCW 28A.150.260, chapter 392-121 WAC, and chapter 392-127 WAC.

PURPOSE: This section provides instructions for completing optional report forms:

- Form SPI 1158
- Form SPI 1160

used to determine school district ratios of basic education certificated instructional staff (BEACIS) per 1,000 full-time equivalent (FTE) students in kindergarten through twelfth grade (K–12). Information reported on these forms affects OSPI’s calculation of state basic education funding.

School districts with calculated staffing ratios of less than 46:1000 BEACIS in K–12 may wish to submit one or more of these forms in order to maximize state funding. Instructions for completing the forms are on the back of the forms. Beginning in January, these ratios are calculated and displayed with monthly apportionment reports as Report 1159, Calculation of Certificated Instructional Staff Ratio. These reports are available as “District Reports” on the OSPI website at <https://www.k12.wa.us/SAFS/default.asp>.

The percentage of school districts’ special education (program 21) certificated instructional staff FTEs credited to the FTE BEACIS total, by school district, may be found on the OSPI website at <https://www.k12.wa.us/safs/17budprp.asp>, Special Education Percentage for Revenue 3121 Calculation for 2018–19, in the special education average percent (i.e., last) column of the spreadsheet.

HOW TO REPORT A NET INCREASE IN BASIC AND SPECIAL EDUCATION STAFF

A school district may report a net increase in basic and special education staff to OSPI on Form SPI 1158. OSPI will use data reported on this form to adjust districts’ K–12 basic education staffing ratios in the next monthly apportionment payment. If the district submits Form SPI 1158 more than once, the form should be marked “Revised” and should include any net increase in information submitted on the prior submittal.

A. Net increase in Basic Education Certificated Instructional Staff. If a district increases BEACIS after October 1, the net increase can be reported on Form SPI 1158 in the boxes provided. OSPI will add the net staff increase to the October 1, 2018, staff reported on Report S-275 in determining the school district’s K–12 basic education

staffing ratios. Note that net increases after October 1, 2018, include decreases as well as increases in FTE staff.

Example:

- In February, the district hires one new basic education teacher and reassigns one teacher from other instructional programs (program 79) to basic education for the remaining 680 hours of the 1,440 hour contract year (180 days x 8 hours per day). Each teacher’s increased FTE in basic education is 0.472 (680 ÷ 1,440).
- In December, one basic education teacher had terminated employment after 600 hours of employment. The teacher is reported as 1.0 FTE in basic education on Report S-275. The teacher’s revised FTE in basic education is 0.417 (600 ÷ 1,440). The teacher’s decrease in basic education FTE is 0.583 (1.000 – 0.417).
- Report the net increase of 0.361 FTE on Form SPI 1158 (0.472 + 0.472 – 0.583 = 0.361).

B. Net increase in Special Education Certificated Instructional Staff. Report a net increase in special education certificated instructional staff in the same manner as a net increase in BEACIS in A. above.

BACKGROUND INFORMATION

RCW 28A.150.260 defines the state allocation formula for basic education funding.

RCW 28A.150.100 requires all school districts to maintain a K–12 ratio of at least 46 BEACIS per 1,000 AAFTE students. Rules implementing this statute are codified in chapter 392-127 WAC.

Data reported on Forms SPI 1158 and 1160 are used in determining a school district’s K–12 BEACIS staffing ratio, which determines compliance with the 46:1000 requirement of RCW 28A.150.100.

WHERE TO FIND THE RULES

Related rules may be found in the Common School Manual.

| Washington Administrative Code | Subject |
|--------------------------------|---------------------------------------|
| Chapter 392-121 WAC | Basic Education Funding |
| Chapter 392-127 WAC | 46:1000 BEACIS Staff Ratio Compliance |

CALCULATION OF STAFFING RATIOS

OSPI will make an initial calculation of 2018–19 staffing ratios in January 2019 using October 1, 2018, enrollment and staffing data. The ratios calculated in January 2019 will affect basic education apportionment payments beginning with January apportionment. Ratios calculated by OSPI are provided to each school district on Report 1159.

Forms SPI 1158 and 1160 received prior to January 15, 2019, will be included in OSPI's January staffing ratio calculations. After January, actual staffing ratios are recalculated each month using the most current data available. The recalculated staffing ratios will be used for apportionment payments thereafter.

AUDIT REQUIREMENTS

Information reported on Forms SPI 1158 must be supported by documentation maintained by the school district and available for audit.



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 School Apportionment and Financial Services
 Old Capitol Building
 PO BOX 47200
 Olympia, WA 98504-7200
 360-725-6308 TTY 360-664-3631

| | | |
|-----|----|------|
| ESD | CO | DIST |
|-----|----|------|

**STAFFING RATIO ENROLLMENT
 AS SELECTED BY THE SCHOOL DISTRICT FOR THE
 2018-19 SCHOOL YEAR**

This is an optional report form.

School districts may use Form SPI 1160 to request an enrollment, other than reported for October 2018, be used to determine staffing ratios. School districts may submit this form multiple times during the school year. Districts may fax this form to 360-664-3683.

Use the enrollment for the month of:

During the enrollment count date for the above month, I certify all basic education instructional programs were operating according to WAC 392-127-090.

 Signature of Superintendent or Authorized Representative

 Date

 Title

 School District

INSTRUCTIONS FOR FORM SPI 1160

WHO SHOULD COMPLETE FORM SPI 1160?

Only those school districts that do not yet meet the K–12 certificated instructional staff ratio compliance (46:1000) required by Chapter 392-127 WAC should complete Form SPI 1160.

School districts should submit this optional report form if they want the Office of Superintendent of Public Instruction to use enrollment other than reported for October 2018, to determine the school district's K–12 staffing ratio for 2018–19.

PURPOSE

Unless a school district submits Form SPI 1160, OSPI will use October 2018 enrollment in calculating school district ratios of staff-to-students. If the school district requests the use of a different month's enrollment by submitting Form SPI 1160, OSPI will use that month's enrollment in calculating the school district's ratios of staff-to-students. These ratios affect the school district's eligibility for state basic education and full-day kindergarten funding as determined by the Biennial Operating Appropriations Act.

DETAILED INSTRUCTIONS

If the school district wants to select a month other than October 2018, enter the name of the desired month in the box provided.

OSPI will use enrollment reported on Form SPI P-223 for the enrollment period selected.

QUESTIONS

Questions about this form should be directed to Ross Bunda, School Apportionment and Financial Services, 360-725-6308.



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 School Apportionment and Financial Services
 Old Capitol Building
 PO BOX 47200
 Olympia, WA 98504-7200
 360-725-6308 TTY 360-664-3631

| | | |
|-----|----|------|
| ESD | CO | DIST |
|-----|----|------|

**NET INCREASE IN BASIC AND SPECIAL EDUCATION
 CERTIFICATED INSTRUCTIONAL STAFF
 FOR THE 2018–19 SCHOOL YEAR**

This is an optional report form.

Districts may submit Form SPI 1158 to report net increases in basic and special education certificated instructional staff not reportable on Report S-275. Staff reported on this form are added to S-275 staff in determining school district staff to student K–12 ratios. Districts may fax this form to 360-664-3683.

| | |
|--|----------------------|
| A. NET INCREASE IN BASIC EDUCATION CERTIFICATED INSTRUCTIONAL STAFF | |
| Enter the net increase in full-time equivalent basic education certificated instructional staff after October 1 as defined in WAC 392-127-065. | |
| Grades K–12 FTEs | <input type="text"/> |

| | |
|--|----------------------|
| B. NET INCREASE IN SPECIAL EDUCATION CERTIFICATED INSTRUCTIONAL STAFF | |
| Enter the net increase in full-time equivalent special education certificated instructional staff after October 1 as defined in WAC 392-127-065. | |
| Grades K–12 FTEs | <input type="text"/> |

I certify all representations made in this report are complete and accurate and the school district has available for audit purposes such documentation as necessary to support these representations. These data include the net increase in FTE as of this date according to WAC 392-127-065.

 Signature of Superintendent or Authorized Representative

 Date

 Title

 School District

INSTRUCTIONS FOR FORM SPI 1158

WHO SHOULD COMPLETE FORM SPI 1158?

Only those school districts that do not yet meet the K–12 certificated instructional staff ratio compliance (46:1000) required by Chapter 392-127 WAC should complete Form SPI 1158.

School districts may submit this optional report form to report net increases in basic or special education certificated instructional staff after October 1, 2018, that are not reportable on Report S-275.

PURPOSE OF FORM SPI 1158

The Office of Superintendent of Public Instruction will add the net supplemental staff reported on Form SPI 1158 to staff reported on Report S-275 in determining the school district's 2018–19 staff to student K–12 ratios. These ratios affect the school district's state basic education funding as determined by the Biennial Operating Appropriations Act.

DETAILED INSTRUCTIONS

Report persons employed for the 2018–19 school year.

Basic education certificated instructional staff (BEACIS) means persons working in a base contract position for which a certificate is required and assigned to:

- Program 01 Basic Education
- 02 Basic Education—ALE
- 03 Basic Education—Dropout Reengage
- 31 Vocational—Basic—State
- 34 Middle School CTE—State
- 45 Skill Center—Basic—State
- 97 Districtwide Support

Duty 310 through 490, 630 and 640

Determine full-time equivalent (FTE) BEACIS according to WAC 392-121-215, such that a person employed for 180 full workdays or more per year equals one FTE.

Special education certificated instructional staff means persons working in a base contract position for which a certificate is required and assigned to:

Program 21 Special Education

Duty 310 through 490, 630 and 640

Determine special education CIS FTE according to WAC 392-121-212, such that a person employed for 180 full workdays or more per year equals one FTE.

DETERMINING NET INCREASES IN STAFF

For purposes of completing Form SPI 1158 only, determine net increase in basic or special education CIS FTE as summarized below. Please refer to WAC 392-127-065 for further details.

1. Determine the basic or special education FTE that would be reported for each employee for the school year on Report S-275 if the current date were substituted for the October 1 snapshot date as required in S-275 instructions, and subtract the basic or special education FTE as of October 1 actually reported for the employee on the school district's most current Report S-275.
2. Include decreases as well as increases in staff after October 1 and not reflected in Report S-275. Decreases include terminations, retirements, unpaid leave, and reassignment of staff.

QUESTIONS

Questions about this form should be directed to Ross Bunda, OSPI SAFS, 360-725-6308.

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