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Enrollment Reporting (P223/P223H) Changes

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Agenda

- ▶ School Level Enrollment Reporting.
- ▶ Changes to FTE Calculation for 2017–18 School Year.

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School Level Enrollment Reporting

- ▶ The 2016–18 biennial operating budget [Section 502(1)(f)] requires:

OSPI shall adopt rules requiring school districts to report full-time equivalent student enrollment as provided in RCW 28A.655.210 and to carryout the requirement specified in subsection 2(c)(i)(B) and 2(c)(ii)(B) of this section.

- ▶ Programming of the new School Level Enrollment Reporting application began December 2015.

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Timelines

- ▶ Expected launch date – July 1, 2016.
 - Districts will **NOT** be required to retroactively report their 2015–16 enrollment in the new application.
 - Districts will have the opportunity to test their 2015–16 enrollment and address any questions or issues before the September 2016 count day.
 - Districts are strongly encouraged to test.
- ▶ OSPI will provide training at each ESD in August.

ESD 101 – Spokane	Thursday, August 18 th at 1 pm
ESD 105 – Yakima	Friday, August 19 th at 1:30 pm
ESD 112 – Vancouver	Friday, August 26 th at 10 am
ESD 113 – Olympia	Tuesday, August 23 rd at 9 am
ESD 114 – Bremerton	Tuesday, August 16 th at 10 am
ESD 121 – Renton	Monday, August 22 nd at 2 pm
ESD 123 – Pasco	Friday, August 19 th at 9 am
ESD 171 – Wenatchee	Wednesday, August 17 th at 1 pm
ESD 189 – Anacortes	Monday, August 22 nd at 9 am

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Timelines

Continues

- ▶ Beginning for the 2016–17 school year, districts will be required to report in both the School Level and District Level Enrollment Reporting applications. Enrollment in each application should be the same.
- ▶ As districts begin to report in the School Level Enrollment Reporting application, questions/issues are resolved, and OSPI determines that the statewide data quality is dependable and accurate, the District Level application will be turned off.
- ▶ Expectation that the 2016–17 school year funding will be based on the School Level Enrollment Reporting application.

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What enrollment will be reported at the school level?

- ▶ All enrollment will be reported at the school level except:
 - Open Doors Headcount (HC) and FTE.
 - Ancillary services (P240).

What is a school?

- ▶ Districts, charter schools, and tribal compact schools will have access to their schools listed in the EDS Education Directory: <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.
- ▶ Districts are not required to report enrollment in all their schools if no students are enrolled.

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Reporting Headcount (HC)

- ▶ Student HC is reported at the school where the student is marked as “IsPrimarySchool” in CEDARS. See element C10 in the CEDARS Data Manual.

<http://www.k12.wa.us/CEDARS/pubdocs/2016-17CEDARSDataManual.pdf#School>

- Total K–12 HC
- ALE HC
- High Poverty HC
- Remote & Necessary HC
- Special Education HC
- Running Start HC
- RS Only HC
- TBIP HC
- Exited TBIP

- ▶ No student can be claimed in any of the above fields more than once.

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Reporting FTE

- ▶ FTE, except for RS FTE, is reported at the school where the student attends.
- ▶ RS FTE is reported at the student's primary school.
- ▶ Adjustments must be made to ensure that no student is claimed for more than the following limitations pursuant to WAC 392-121-136.
 - No student can be counted for more than a 1.0 FTE on any count day except for the following Super FTE's.
 - When a student is enrolled in both high school and RS, the combined FTE cannot exceed 1.20 FTE except for January. Neither the high school or college can claim a student for more than a 1.0 FTE.
 - When a student is enrolled in both high school and skill center, the combined FTE cannot exceed 1.60 FTE. Neither the high school or skill center can claim a student for more than a 1.0 FTE.

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Resident District Reporting

- ▶ Districts will continue to report their enrollment based on the student's resident district.
- ▶ A student attending a nonresident district through an interdistrict agreement, will be reported as a resident of the district that they live in.
- ▶ Resident district relationships must be established per school.
- ▶ The “Manage Resident District” process will require districts to select the school that the student is attending.

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File Import Process

- ▶ Data can be electronically imported from the Student Information System (SIS).
- ▶ User Guide posted here provides details for Filename Format, Record Layout, and Field Numbers:
http://www.k12.wa.us/safs/INS/ENR/1516/User_Guide_School_Level_Reporting.docx
- ▶ User Guide posted is preliminary and will be updated regularly as changes are made.
- ▶ SIS providers should be given the file importing requirements now to begin the necessary programming.
- ▶ NEW: A revised file can be imported that will over-write an earlier imported file.

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Checking Data Accuracy

- ▶ Districts, charter schools, and tribal compact schools, when submitting their enrollment will be required to check the accuracy of the data by two methods:
 - Validations –
 - Checks that the current month's data meets the enrollment reporting rules.
 - All validations must be cleared before a file can be submitted.
 - For example, Skill Center (SC) enrollment cannot be reported by a non-SC district and ALE FTE cannot exceed TOTAL K–12 FTE.
 - Edits –
 - Compares the current month's data against the prior month's "Accepted by OSPI" data.
 - Enrollment that differs by 10% or more **and** HC differs 5 or more.
 - Edits must be checked and if data is correct, comments submitted detailing why the number is correct.

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Running Data Extracts

- ▶ Data Extracts can be run by districts that will allow districts to check their enrollment numbers.
- ▶ Options for extracts are:
 - Can be run for a specific month or accumulative for the school year.
 - Can be run at the School Level or a summary for the district.
 - Can be run based on files that are in “Accepted by OSPI” status or files that are not.
- ▶ OSPI will provide a template with built-in pivot tables that districts can **use** to reconcile their enrollment numbers.

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Changes to P240 – Ancillary Services

- ▶ Beginning with the 2016–17 school year, the P240 will become an annual form – both in the School Level and District Level applications.
- ▶ Districts will be able to create it at any time during the school year.
- ▶ Districts can report the ancillary hours monthly – adding the current month's hours to the previous accumulated hours.
- ▶ P240 will no longer require HC numbers.

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Change to School FTE Calculation

- ▶ The 2016–18 biennial operating budget [Section 502(1)(e)(ii)] requires:

OSPI to align the agency rules defining a full-time equivalent student with the increase in the minimum instruction hours under RCW 28A.150.220.

- ▶ Currently:
 - For Grades K–3, 720 annual hours of instruction equals 1.0 FTE.
 - For Grades 4–12, 900 annual hours of instruction equals 1.0 FTE.
- ▶ For 2017–18 school year, OSPI proposes that 1,000 annual hours of instruction equal 1.0 FTE for all grades.

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What does this mean?

- ▶ FTE will change:

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

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Examples

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

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What will be the results of this change?

For 2017–18 school year:

- ▶ Summer and Ancillary Services AAFTE will be based on 1,000 hours for all grades.
- ▶ Open Doors program must offer 1,000 annual instructional hours.
- ▶ ALE Written Student Learning Plans (WSLP) must increase estimated hours of learning to 27 hours and 45 minutes in order to claim the student for 1.0 FTE.
- ▶ No change to Running Start FTE formula. Fifteen college credits continues to equal 1.0 FTE.
- ▶ No change to Work Based Learning (WBL).
 - Instructional WBL FTE is actual hours divided by 100.
 - Cooperative WBL FTE is actual hours divided by 200.

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Effects to Super FTE

- ▶ Super FTEs are not expected to change.
 - 1.60 FTE for Skill Center/High School.
 - 1.20 FTE for Running Start/High School.
- ▶ However, students will need to attend more hours to reach the Super FTE limitation.
- ▶ In some cases, a Running Start student may be allowed an additional 1 college credit.

CTE/Skill Center Instructional Hours Workgroup

- ▶ A workgroup has been convened to find solutions to “hold harmless” CTE and Skill Center funding.

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Questions

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