

# Enrollment 101 and Updates for the 2023– 24 School Year

WASBO 2024 Annual Conference

May 10, 2024

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Washington Office of Superintendent of  
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# Agenda

- Updates for the 2024–25 School Year
- Enrollment 101

# Updates for the 2024–25 School Year

# Review of Transition to Kindergarten (TK)

- [2SHB 1550](#) passed after 2023 Legislative session established Transition to Kindergarten (TK).
- NEW Chapter WAC 392-425 will address TK programs.
- For P223,
  - TK enrollment is not reported under grade Kindergarten.
  - Report TK HC and TK FTE in the available fields in the TK program box.
  - In TBIP box, report eligible TBIP TK students in the TBIP TK field.
- For P223H, eligible TK special ed students are reported as follows:
  - Sped Tier 14/18 TK – TK students who spend 80% or more of their time in a general ed setting – LRE 14 or 18. This includes students who may turn 5 years old and are identified as LRE 1.
  - Sped Other Tier TK – for TK students who spend less than 80% of their time in a general ed setting.
- For the SAFS ALE, no TK enrollment can be reported as ALE – so no changes made here.
- TK enrollment should not be reported in K-3 Class Size.

# Review of the Increase to the Running Start Super FTE

- [2SHB1316](#) passed after 2023 Legislative session increased the Running Start Super FTE to 1.40 FTE/AAFTE.
- What does this mean?
  - Monthly FTE:
    - A student enrolled in both high school and Running Start can be claimed for up to a combined 1.40 FTE in any month.
    - A high school cannot claim a student for more than a 1.00 FTE in any month.
    - A college can claim a student for up to a 1.40 FTE in any month or 21 college credits.
  - Annual Average FTE (AAFTE):
    - A student enrolled in both high school and Running Start can be claimed for up to a combined 1.40 AAFTE for the school year.
    - A high school cannot claim a student for more than a 1.00 AAFTE for the school year.
    - A college can claim a student for up to a 1.40 AAFTE or 63 college credits for the school year.

# Review of the Increase to the Running Start Super FTE *continues*

- For the months Dec and Jan only and when the high school term overlaps with college quarters, students can exceed the 1.40 FTE. When this occurs their available FTE for the spring quarter may be reduced so that the student does not exceed the 1.40 AAFTE limitation.
- For more information on this, refer to the [Running Start Technical Guide](#).

# Running Start Summer 2024 Quarter

- The summer college quarter is now available for Running Start where eligible students can enroll in up to 10 college credits.
- Who is eligible?
  - 11<sup>th</sup> grade students who have available AAFTE after the June count.
  - 10<sup>th</sup> grade students who have completed the 10<sup>th</sup> grade.
  - 12<sup>th</sup> grade students who have not graduated in June and have available AAFTE after the June count.
- How to determine a student's available AAFTE? Complete the [Summer RSEVF](#) form.

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	AAFTE
High School FTE	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18
College FTE		1.07	1.07	1.07	1.07	1.07	1.07	1.07	1.07	1.07	1.07
TOTAL	0.18	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25

\* Complete the shaded fields. The available summer quarter college FTE and credits will calculate below.

For the summer quarter, this student has:

0.15	Available AAFTE for summer quarter
0.67	FTE that can be claimed for each month, July and August
10	Number of college credits for the summer quarter

# Running Start Summer 2024 Quarter *continues*

- How to report?
  - Colleges will complete a P223RS for July and August based on a July and August count day (first school day of the month).
  - LEAs will report the summer enrollment on the July and August P223's.
  - P223's for July and August will be able to be created after the school year is rolled.
- How is the funding calculated for the Summer Quarter:
  - Funding for the Summer Quarter will be based on the two counts multiplied by the 2023-24 Running Start rates – 2/3<sup>rd</sup> that which would be generated for any other quarter.
  - For this summer, an additional \$3 million is provided to apply a 30% factor to the summer counts. This will show be allocated under a separate revenue code.

# “After Exit” Running Start Funding

- Additional funding is available for “After Exit” Running Start.
  - Eligible students are:
    - Ones who have graduated and within 15 credits of an AA degree. Eligible to take up to 15 college credits.
    - 11<sup>th</sup> or 12<sup>th</sup> grade students who have not graduated but have exceeded the 1.40 AAFTE by the June count. Eligible to take up to 10 college credits.
  - Enrollment will not be reported on the P223
  - Colleges will report their enrollment direct to OSPI.
  - Funding will go directly to the college.

# Enrollment 101

# Why is Enrollment Reporting Important?

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

# 2022–23 State Summary Average Per Funding Levels

Annual Allocation		
Basic Education	\$10,906	Per AAFTE
Special Education	\$9,603	Per Average Headcount
Enhanced MS CTE	\$1,761	Per AAFTE
Enhanced HS CTE	\$1,810	Per AAFTE
Enhanced Skill Center	\$2,566	Per AAFTE
TBIP	\$1,638	Per Average Headcount
Exited TBIP	\$897	Per Average Headcount

# Resources for Enrollment Reporting

- The following resources can be found on the [Enrollment Reporting Instruction website](#):
  - Enrollment Reporting Handbook provides the rules on how to claim enrollment for state funding.
  - Enrollment Reporting Applications User Guide provides instructions on how to navigate:
    - NEW Enrollment (P223/P223H) application
    - K–3 Class Size application
    - SAFS ALE application
- ESD enrollment contact
- Becky McLean, OSPI
  - 360-725-6306
  - [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)

# Enrolled Student

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

# Count Day

- A Snapshot.
- Count date is:
  - 4th school day in September.
  - 1st school day of October through June. For Open Doors (OD) and Running Start programs, July and August.
  - What is the Sept count day for Kindergarten whose first 3 school days are conference days? Two options – district decide but apply to all Kindergarteners:
    - Count the parent/teacher/student conference days.
    - Count the first four days of actual K class.
  - For schools or programs that end before June and for seniors that graduate before June, the last school day in May can be the June count day, provided a published school/program calendar reflects the last school day is in May.
- Count date can be determined by an individual school or grade's start date or calendar.

# Enrollment Exclusions

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

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

OSPI guidance on withdrawing students who cannot be claimed for funding is available here: [State Requirements that Impact Student Enrollment & Withdrawal - August 2023](#).

# Course of Study Includes

- Basic education instruction
- Special education
- Alternative Learning Experience (ALE)
- Open Doors (OD) programs
- Running Start (RS)
- Transition to Kindergarten (TK)
- Direct-funded technical college
- Ancillary service
- Worksite Learning (WSL)
- Paid Work Experience for Elective Credit (PWE)
- UW transition

# Course of Study Does Not Include

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

# Full-Time Equivalent - FTE

- FTE is the measurement of student's enrollment. Primarily what generate states funding.
- Claiming FTE is based on:
  - Seat-time traditional class: weekly enrolled minutes in a classroom  
1,665 weekly minutes = 1.00 FTE
  - Running Start (RS) class: enrolled college credits.  
15 college credits = 1.00 FTE
  - ALE program: estimated hours of learning in written student learning plan  
1,665 weekly minutes of estimated learning = 1.00 FTE
  - Worksite Learning (WSL) and Paid Work Experience (PWE): actual hours in a WSL or PWE program.  
Divide the actual hours either 100
  - Ancillary Services: actual hours of services  
1,000 hours = 1.00 AAFTE
  - Open Doors (OD) program: program's total planned hours of instruction (below 100 level classes) or enrolled college credits (college level classes).



# About the FTE Calculating Tool

- High and middle school FTE is based on the published bell schedule periods.
- SAFS at OSPI no longer calculates school's FTE.
- Instead, SAFS has developed a tool that districts can use to calculate their school's FTE based on their published schedule.
- Tool is posted here: <https://www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting>.

# Rules for Claiming FTE

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

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

# Rules for Claiming FTE *continues*

- Advisory time can be claimed as unused passing time and applied proportionately to the other daily classes provided:
  - Advisory is supervised by a teacher,
  - All students at school are expected to attend,
  - Attendance is taken, and
  - Credit is not awarded for the advisory time.
  - Total passing time that day does not exceed 20% of the instructional time.
- Part-time students whose FTE is not based on a per class FTE (i.e., elementary students or Special Ed students in a self-contained classroom) will need to have their FTE recalculated using the 1,665 weekly minutes factor. For example:
  - A 1st grade student attends one hour or 60 minutes a week. FTE would be 0.04 ( $60 \div 1,665$ ).
  - A 4th grade student attends two hours a day/5 days a week for 600 ( $120 \times 5$ ) weekly minutes. FTE would be 0.36 ( $600 \div 1,665$ ).

# Super FTE – Exceptions to the 1.00 FTE Limitation

- As a general rule, students are limited to 1.00 FTE and 1.00 AAFTE.
- Exceptions:
  - Running Start (RS) – up to a combined 1.40 FTE.
    - High School cannot exceed 1.00 FTE.
    - College can exceed 1.00 FTE. Student can enrollment in RS and be claimed by the college for up to a 1.40 FTE or 21 college credits – and up to 63 college credits per school year.
  - Skill Center (SC) – up to a combined 1.60 FTE.
    - Neither High School nor SC enrollment may exceed 1.00 FTE.
- What about a student enrolled in High School, RS, and Skill Center?
  - When a student’s enrollment in both High School and SC exceeds 1.0 FTE, the available RS is limited to 0.40 FTE.
  - When a student’s enrollment in both High School and SC is less than 1.00 FTE, the standard 1.40 FTE limitation applies.

	Student A	Student B
High School FTE	1.00 FTE	0.18 FTE
Skill Center FTE	0.54 FTE	0.54 FTE
Total HS/SC FTE	1.54 FTE	0.72 FTE
Available RS FTE	0.40 FTE	0.68 FTE

# Headcount

- A count of enrolled students.
- Amount of instructional or service hours is not a factor.
- Each student is 1. No partial numbers.
- Used for:
  - Special education funding (P223H)
  - Transitional Bilingual Instructional Program (TBIP) and Exited TBIP funding (P223)
  - State Budgeting and Caseload Forecast
  - School Construction Assistance Program
- October reporting is critical.

# Further Information on P223 Headcount Field

- K-12 HC – report any student:
  - Enrolled in grades K-12 at the school where they are marked “IsPrimary”
  - Including students who are enrolled in ALE program
- ALE HC – report any ALE student at the school where they attend ALE
- TK HC – report any student enrolled in a TK program at the where they are marked “IsPrimary”
- TBIP HC – report any student who is:
  - Enrolled in the district on the count day,
  - On the count day, eligible for TBIP services as determined by a placement test (or provisionally for TK students), and
  - Received TBIP services on or before the count day.
  - 3 Categories – TK, Gr K-6, and Gr 7-12
- Exited TBIP HC – report any student who is:
  - Enrolled in the district on the count day, and
  - Scored either Proficient on the Spring 2022 or the Spring 2023 WIDA ACCESS test.

# Further Information on P223 Headcount Field *continued*

- Total Running Start HC – report all students who are:
  - Enrolled in Running Start on the count day, and
  - Claimed as a Running Start FTE.
- Running Start Only HC – report any student who is:
  - Not attending a high school, and
  - Attends only Running Start.
  - No matter how many credits the student is taking.
- Open Doors HC – report all students who are:
  - Enrolled in an Open Doors program, and
  - Claimed as an Open Doors FTE.
- To determine the number of students at a district/school:  
Total Headcount for Grades K-12 + Total Running Start Only HC + Total Open Doors HC

# Types of Districts

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

# Choice Transfer & Interdistrict Agreements

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

- Choice Transfer:
  - Student released 100% by resident district.
  - Resident district released financial liability for the student.
  - Serving (Choice) district is responsible for all services.
  - Student is reported on P223/P223H as resident of Choice district.
- Interdistrict Agreement:
  - Where the student's resident district releases some FTE to a nonresident district.
  - Responsibility for student remains with the resident district.
  - Serving district reports their allowable FTE on P223/P223H as a student of their resident district.
  - Basic education \$ flow to the serving district.
  - Special education \$ flow to the resident district.

# Choice Transfer & Interdistrict Agreements *continues*

- No choice transfers are required for students attending:
  - Charter schools
  - Tribal compact schools
  - High district coming from a nonhigh district
  - Skill Center consortium
- Effective dates must be stated – beginning and end dates.
- Recommendation that transfers/agreements span for only one school year.
- Both districts must sign the transfers/agreements before the enrollment can be counted.
- For more information, [Student Transfers: Choice Transfers, Interdistrict Agreements, and Standard Choice Transfer System \(SCTS\) Publication](#).

# Claiming Special Education Enrollment

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

# Claiming Special Education Enrollment

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

# Documentation to Support Enrollment

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

# Revising Enrollment

- During school year:
  - Districts may make revisions directly in EDS.
  - Effects to funding will appear on the end of month's apportionment.
  - Enrollment will be used for Levy Authority and LEA calculation.
- For 2023–24, after Aug 15 through Nov 25:
  - Districts may revise prior year enrollment in EDS.
  - Effects to funding will be a prior year adjustment in the next January apportionment.
  - Enrollment will not be used for Levy Authority and LEA calculation.
- After Nov 25, 2024: Revisions are submitted by paper. See Section 9 of the 2024-25 Enrollment Reporting Handbook for instructions.
- After auditor's exit meeting: Districts cannot revise their enrollment.

# Few Final Things Regarding EDS Enrollment Application

- For Skyward districts, if you “run” your P223 and you don’t see the file in EDS, let ESD or me know. FTP processor may need to be woken up.
- “Totaling” issues on your enrollment reports,
  - Rarely but happening more often this year, the P223/P223H Enrollment hiccups when processing a file and the calculating of total is incorrect.
  - Don’t worry, we use the actual numbers to process apportionment. But the reports may not accurately show the amount that will be funded.
  - Contact me if this happens to you.
- When submitting files, make sure to read all edits and verify that the data is correct. Also, make sure to run reports and again verify that the data looks good.

# Questions?