

Enrollment Reporting for 2024-25

August 2024 Training Sessions

Becky McLean

Program Manager, Enrollment Reporting
School Apportionment & Financial Services (SAFS)
360-725-6306
becky.mclean@k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Agenda

- Updates for the 2024–25 School Year
- Enrollment 101
- Few Things Regarding EDS Enrollment Application

Updates for the 2024-25 School Year

Special Education Services Until Age 22

- 9th Circuit Court of Appeals ruled that the obligation under IDEA to provide special education services to eligible students extends to their 22nd birthday.
- Ruling conflicts with Washington state law that limits funding to student who are under the age of 21.
- Accordingly, students who are over the age 21 as of September 1, 2024 and receiving special education services cannot be claimed on a P-223 or P-223H.
- For more information, refer to the [Questions and Answers: Providing Special Education Services Until Age 22](#) publication.
- OSPI will work with the Legislature to reconcile our current state law.

Transition to Kindergarten (TK)

- Beginning with the 2023–24 school year, TK enrollment will no longer be reported as kindergarten for state funding.
- Instead, TK enrollment will be reported separately as follows:
 - For Form P-223, three new fields have been created at the lower portion of the form.
 - In the **TK HC** field, report any TK student as 1 headcount at the school where they are marked “IsPrimary”.
 - In the **TK FTE** field, report TK student FTE at the school where they attend. TK FTE will be based on 1,665 enrolled weekly minutes.
 - In the **TBIP TK** field, report any TK student eligible to be claimed for TBIP funding as 1 headcount at the school where they are marked “IsPrimary”.
 - For Form P-223H, two new fields have been created:
 - In the **SPED Tier 14/18 TK** field, report any TK student eligible for special education funding who spends 80% or more of their time in a general ed setting at the school where they are marked “IsPrimary”.
 - In the **SPED Other TK** field, report any TK student eligible for special education funding who spends less than 80% of their time in a general ed setting at the school where they are marked “IsPrimary”.
 - For K-3 Class Size Reporting, no TK enrollment should be reported in this monthly enrollment reporting.

Running Start - Increase to the Running Start Super FTE and Summer Quarter

- [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*

- The summer quarter is open for Running Start and the following students would be eligible to enroll for up to 10 credits provided they have available AAFTE:
 - Grade 12 students who did not graduate in June
 - Grade 11 students
 - Students who have completed grade 10 by June
- For more information on this, refer to the [Running Start Technical Guide](#).

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.

2023–24 State Summary Average Per Funding Levels – as of July 2024

Annual Allocation		
Basic Education	\$10,403	Per AAFTE
Special Education	\$10,887	Per Average Headcount
Enhanced MS CTE	\$1,081	Per AAFTE
Enhanced HS CTE	\$867	Per AAFTE
Enhanced Skill Center	\$1,168	Per AAFTE
TBIP	\$1,712	Per Average Headcount
Exited TBIP	\$936	Per Average Headcount
Transitional K (TK)	\$11,873	Per AAFTE

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. 2024-25 Enrollment Reporting Handbook is available now.
 - Enrollment Reporting Applications User Guide provides instructions on how to navigate:
 - 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

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 – except for Open Doors programs.
- 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 2024](#).

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 (DFTC)
- 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://ospi.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 (120×5) 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.
 - **Institutions/Open Doors** – each entity can claim the same student based on the enrollment reporting rules

Super FTE – Exceptions to the 1.00 FTE Limitation

continues

- 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
 - Met the criteria for exiting TBIP services in Spring 2023 or Spring 2024.

Further Information on P223 Headcount Field *continues*

- 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 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 9 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 8 of the 2024-25 Enrollment Reporting Handbook for instructions.
- After auditor's exit meeting: Districts cannot revise their enrollment.

Few Things Regarding EDS Enrollment Application

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.
- 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.
- Make sure to report numbers correctly:
 - Headcount as a whole number (no decimal places).
 - FTE as a 2 decimal place number.

Server Slowness

- The server/database where the EDS Enrollment application resides is running slow.
- Resulting in two issues:
 - Revisions with zero enrollment.
 - Several districts have experienced the following:
 - Created a revision, made the changes, and hit “Save”.
 - When they go to submit the revision, they find that all the numbers in the file have been revised.
 - How to catch? Make sure to review all edits when submitting the file and run and review enrollment reports.
 - What to do if this occurs? Contact Becky McLean and she will delete the revise file. District can then create a new revision.
 - “Totaling” Issue.

“Totaling” Issue

- “Totaling” issues on your enrollment reports,
 - Happening more often than the past.

	Age 3-5 Not Yet Enrolled in K	14/18 Tier TK	Other Tier TK	Tier 1 - K to Age 21	Other Tier - K to Age 21
School Head Count	4	0	0	58	16
Total	0				

[District Totals](#) | [Return to Resident District Totals](#)

- When manually inputting numbers in a P223/P223H forms, system times-out and calculating of total is incorrect.
- Results in the enrollment reports displaying inaccurate totals.
- Don't worry, we use the actual numbers to process apportionment.
- We are working on finding a solution to this issue (upgrading server).
- Contact me if this happens to you.

* 9 month average, October through June.

	SEPTEMBER	OCTOBER	NOVEMBER
Ages 3-5	185	195	
14 18 Tier TK	0	0	
Other Tier TK	0	0	
Tier 1 K-21	1,388	1,426	
Other Tier K-21	1,099	1,101	
TOTAL	2,594	2,722	

Should be 2,672

"Totaling" Issue *continues*

- 1251 Example

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	AVERAGE
KINDERGARTEN	1,875.65	1,895.09	1,903.92	1,905.79	1,906.03	1,915.66	1,928.66	1,944.07	1,941.23	1,930.32	1,914.64
FIRST	2,187.50	2,236.63	2,238.46	2,238.54	2,227.58	2,233.52	2,236.12	2,249.41	2,258.44	2,246.34	2,235.25
SECOND	2,389.97	2,430.30	2,426.28	2,427.30	2,440.42	2,444.87	2,454.14	2,465.99	2,458.69	2,445.11	2,438.31
THIRD	2,352.39	2,405.72	2,403.83	2,397.86	2,398.93	2,395.86	2,394.07	2,393.71	2,390.12	2,383.03	2,391.55
FOURTH	2,347.13	2,376.92	2,375.58	2,376.98	2,373.55	2,382.55	2,388.59	2,391.59	2,391.20	2,389.24	2,379.33
FIFTH	2,484.97	2,520.78	2,533.86	2,533.75	2,524.75	2,532.55	2,533.18	2,540.18	2,535.42	2,533.42	2,527.29
SIXTH	2,426.98	2,440.47	2,441.61	2,435.49	2,434.38	2,441.54	2,436.90	2,440.71	2,436.71	2,432.71	2,436.75
SEVENTH	2,353.90	2,376.88	2,388.60	2,386.59	2,382.59	2,391.06	2,393.60	2,391.45	2,392.62	2,388.95	2,384.62
EIGHTH	2,416.24	2,442.70	2,445.10	2,448.04	2,444.04	2,443.71	2,444.98	2,442.10	2,440.72	2,435.91	2,440.35
NINTH	2,297.20	2,318.54	2,323.76	2,322.91	2,320.99	2,331.38	2,323.82	2,320.37	2,323.61	2,324.57	2,320.72
TENTH	2,371.05	2,393.69	2,390.22	2,385.54	2,384.47	2,384.11	2,375.70	2,369.16	2,363.37	2,357.26	2,377.46
ELEVENTH	2,128.63	2,146.94	2,136.32	2,132.52	2,128.43	2,120.37	2,111.71	2,108.04	2,105.99	2,102.14	2,122.11
TWELFTH	2,027.91	2,032.96	2,028.92	2,023.79	2,022.57	1,996.10	1,981.91	1,975.45	1,972.19	1,964.29	2,002.61
*** TOTALS	29,659.52	30,017.62	30,036.46	30,015.10	29,988.73	30,013.28	30,003.38	30,032.23	30,010.31	29,933.29	29,970.99

Total K-12 Basic Education Enrollment - By Grade Span - including ALE

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	AVERAGE
KINDERGARTEN	1,875.65	1,895.09	1,903.92	1,905.79	1,906.03	1,915.66	1,928.66	1,944.07	1,941.23	1,930.32	1,914.64
GRADES 1-3	6,929.86	7,072.65	7,068.57	7,063.70	7,066.93	7,074.25	7,084.33	7,109.11	7,107.25	7,074.48	7,065.11
GRADE 4	2,347.13	2,376.92	2,375.58	2,376.98	2,373.55	2,382.55	2,388.59	2,391.59	2,391.20	2,389.24	Should be 4,966.13
GRADES 5-6	4,911.95	4,961.25	4,975.47	4,969.24	4,959.13	4,974.09	4,970.08	4,980.89	4,972.13	4,954.13	Should be 4,964.04
GRADES 7-8	4,770.14	4,819.58	4,833.70	4,834.63	4,826.63	4,834.77	4,838.58	4,833.55	4,833.34	4,824.86	4,824.98
GRADES 9-12	7,059.01	8,892.13	8,879.22	8,864.76	8,856.46	8,831.96	8,793.14	8,773.02	8,765.16	8,748.26	Should be 8,822.90
*** TOTALS	29,659.52	30,017.62	30,036.46	30,015.10	29,988.73	30,013.28	30,003.38	30,032.23	30,010.31	29,933.29	29,970.99

Should be 8,824.79

Timeline to Report and When to Stay Out of the System

- The apportionment calculations have gotten more complicated and take longer to run.
- Accordingly, OSPI cannot wait for P223 and P223Hs to be submitted.
 - For original files, we will begin the monthly enrollment process if they are not submitted.
 - Any revisions that have not been submitted will be deleted.
- Districts cannot submit files until the monthly process is done.
- Notice will be sent to ESDs when districts can begin revising their files.

	Due Date to Submit Files To ESD	Monthly Process Starts (8am)	Estimated Date that Revisions Can Begin
Sep	19	24	26
Oct	16	21	23
Nov	13	18	20
Dec	13	18	20
Jan	15	21	23
Feb	13	18	20

	Due Date to Submit Files To ESD	Monthly Process Starts (8am)	Estimated Date that Revisions Can Begin
Mar	14	19	21
Apr	15	18	22
May	14	19	21
Jun	13	17	19
Jul	16	21	23
Aug	14	19	21

Questions?