|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **MONTHLY REPORT OF ENROLLMENT ELIGIBLE FOR BASIC SUPPORT**(See reverse side for instructions) |
| SERVING LOCAL EDUCATION AGENCY (LEA) NAME | SERVING LEA COUNTY DISTRICT NO. |  | REPORT MONTH |
| RESIDENT DISTRICT NAME | RESIDENT DISTRICT COUNTY/DISTRICT NO. | YEAR**2024–25** |
| **Basic Educational Enrollment** |
|  | **Total K–12 Enrollment 1** | **ALE 2** |
| **Headcount** | **FTE** | **Headcount** | **FTE** |
| Kindergarten |  |  |  |  |
| First Grade |  |  |  |  |
| Second Grade |  |  |  |  |
| Third Grade |  |  |  |  |
| Fourth Grade |  |  |  |  |
| Fifth Grade |  |  |  |  |
| Sixth Grade |  |  |  |  |
| Seventh Grade |  |  |  |  |
| Eighth Grade |  |  |  |  |
| Ninth Grade |  |  |  |  |
| Tenth Grade |  |  |  |  |
| Eleventh Grade |  |  |  |  |
| Twelfth Grade |  |  |  |  |
| **Totals** |  |  |  |  |
| **Transition to Kindergarten (TK) 3** | **Running Start** |
| Total TK Headcount | TK FTE | Total RS Headcount 4 | College RS Only Headcount 5 | Nonvocational RS FTE 6 | VocationalRS FTE 6 |
|  |  |  |  |  |  |
| **Open Doors Program 7** | **Transitional Bilingual Instructional Program (TBIP)** |
| Total Headcount | Nonvocational FTE | Vocational FTE | TBIP TK Headcount 8 | TBIP Gr K–6Headcount 8 | TBIP Gr 7–12Headcount 8 | Exited TBIP Headcount 9 |
|  |  |  |  |  |  |  |
| **Vocational Enhanced Enrollment** 10 |
| **Middle School Vocational—Grades 7–8** | **High School Vocational—Grades 9–12** | **Skill Center Program** |
| Total FTE | ALE FTE 2 | Total FTE | ALE 2 | Total FTE | ALE 2 |
|  |  |  |  |  |  |
| **Footnotes** |
| 1. Report total general education K–12 enrollment, including any ALE enrollment. Do not include Open Doors enrollment.
2. Report ALE enrollment. Additionally, all K–12 ALE enrollment must be restated in SAFS ALE Reporting by program and home district.
3. Report eligible TK headcount and FTE. These numbers are not included in the K-12 fields above.
4. Report the number of all RS students; those taking courses at the high school and counted in K–12 above, plus college RS only students.
5. Report the number of RS students that are only taking RS classes (no high school classes).
6. Report the number of nonvocational and vocational RS FTE. These numbers are not included in K–12 above.
7. Report eligible enrolled headcount and FTE in an approved Open Doors program. These numbers (headcount and FTE) are not included in K–12 fields above.
8. Report total headcount enrolled in a state-approved transitional bilingual instructional program (TBIP) as defined in chapter 392-160 WAC, in categories: TK, Gr K–6, and Gr 7–12.
9. Report total headcount who met the criteria for exiting TBIP services in Spring 2023 or Spring 2024.
10. These FTEs are included in K–12 above. Report FTEs only in state-approved vocational or skill center courses taught by an instructor having a valid endorsement for the subject area.
 |
| **Certification** |
| I hereby certify that all students reflected in this report are properly enrolled students, that conversions to FTEs are in accordance with instructions, and that student records and other pertinent documents are readily available for audit. | **Acknowledged:** |
| Signature of LEA Superintendent or Authorized Official Date |  Signature of ESD Superintendent or Authorized Official Date |

FORM SPI P-223 (Rev. 8/2024)

#### INSTRUCTIONS FOR COMPLETING FORM SPI P-223

(For districts, complete a separate form for each resident district. Charter or tribal compact schools report all students with the resident district of the school.)

GENERAL INSTRUCTIONS

**Count Dates**

Report enrolled students as of the fourth school day of September and the first school day of each of the next nine months, October through June. (Reference WAC 392-121-033 and 392-121-119.) Running Start enrollment is reported as of the first school day of October–August.

**Due Dates and Routing of Form P-223**

The report for September is due at the Educational Service District (ESD) fiscal office September 19. Refer to Section 4.B. of the *2024–25 Enrollment Reporting Handbook* for the remaining ESD due dates for the months, October through August.

Late reporting can result in delay or withholding of state apportionment payments as provided in chapter 392-117 WAC, Timely Reporting.

**Purpose**

September through June annual average full-time equivalent (AAFTE) enrollment reported on Form P-223 are used to calculate state basic education funding for LEAs. For Open Doors and Running Start, FTE is reported for July and August. Additionally, the AAFTE is used to calculate the levy authority transfers from serving school districts to resident school districts and eligibility for local effort assistance. AAFTE resident enrollment impacts the calculation of state special education funding.

Basic education state funding is sent directly to the serving LEA and appears on Report 1191.

Enrollment received by the published August reporting deadline will be included in August apportionment calculations. Enrollment received after the August deadline will be included as a prior year adjustment in the January 2026 apportionment but **WILL NOT** be included in a district’s levy base or LAP funding for the following year.

**Enrollment Definitions**

Report enrolled students participating in courses of study.

1. **Enrolled student** is defined in WAC 392-121-106.
2. **Courses of study** are those activities that may be counted in determining enrolled students and student FTE. Courses of study include classroom instruction, alternative learning experience, contracting services, ancillary services, worksite learning, Open Doors, and Running Start enrollment. See WAC 392-121-107.
3. **Full-time equivalent (FTE) calculations.** For each student enrolled in courses of study for at least the minimum weekly minutes shown below, report 1.00 FTE. For each student enrolled for less than 1,665 weekly minutes, report a portion of an FTE determined by dividing the enrolled weekly minutes by 1,665.

Enrolled weekly minutes include class change passing time and recess but exclude mealtimes. The breakfast after the bell program, as defined in RCW 28A.235.200, is not considered time for meals. A limited amount of passing time between classes can be claimed. Refer to Section 5.H. of the *2024–25 Enrollment Reporting Handbook* for more information on passing time.

Report FTE students rounded to two decimal places (e.g., 17.23).

**Enrollment Exclusions**

Do not report the following students (see WAC 392-121-108):

1. Students whose consecutive days of absence exceed 20 school days may not be counted until attendance is resumed, except as follows:

 A student with a temporary excused absence as defined in RCW 28A.225 .010(d) may be counted for up to two monthly count dates provided they had participated at an LEA school prior to becoming absent for the new school year and will return to school before the end of the school year.

1. Prior year students who have not yet attended school this school year.
2. Full-time private school or home-based instruction students.
3. Students who have dropped out, transferred, or who have met high school graduation requirements by the beginning of the school year.
4. Students enrolled in state institutions, i.e., residential habilitation centers, state long-term juvenile institutions, state operated community facilities, county juvenile detention centers, Department of Corrections facilities, and county or city adult jails. These students are reported monthly on Form E-672.
5. Student enrollment at the Washington State School for the Blind or Center for Childhood Deafness and Hearing Loss.
6. Do not report enrollment in a technical college if the district approved an interlocal agreement authorizing the technical college to report the enrollment to OSPI and receive funding directly from OSPI.
7. Students claimed directly by the University of Washington.

**Limitation on FTE Counts**

Report no student for more than 1.00 FTE. If a student is enrolled in two schools, the combined FTE reported by the schools must not exceed 1.00.

**Exceptions:**

1. Students enrolled in high school (11th or 12th grade) and Running Start (college) may be counted for a combined maximum FTE of 1.40. The high school cannot exceed 1.00. The college can claim up to a 1.40 FTE.
2. Students enrolled at a skill center and high school can be counted for a combined maximum FTE of 1.60. Neither the high school nor the skill center FTE can exceed 1.00.

**References**

* Annual Enrollment Reporting Handbook available on the [Enrollment Reporting webpage](https://ospi.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting).
* Reported basic education enrollment is summarized on Report 1251.

DETAILED INSTRUCTIONS

Enter the LEA name, county/LEA number, and report month in the boxes provided.

**Resident District**

Enter the resident district name, county/district number in the boxes provided. Districts serving nonresident students must complete a separate P-223 form for each resident district served. Charter and tribal compact schools report all students with the resident district of the charter or tribal compact schools.

**General Education Enrollment**

Report headcount and FTE of enrolled students participating in courses of study. **Include** all special education students served by instructional staff. A grade assignment based on chronological age is made for any ungraded special education students. Report special education kindergarten as a kindergarten student on Form P-223 only if the student attends a regular kindergarten program in addition to the special education program.

**Alternative Learning Experience (ALE) Enrollment**

Report ALE enrollment as defined in WAC 392-121-182 that is included in the K–12, vocational, and skill center enrollment.

**Transition to Kindergarten (TK) Enrollment**

Student’s enrollment in eligible TK programs is reported separately on Form P-223 and is not included in the K–12 grade counts. Report TK headcount and FTE.

**Running Start (RS) Enrollment**

Student’s enrollment in RS are reported separately on Form P-223 and should not be included in the K–12 11th and 12th grade FTE counts. Colleges report their RS enrollment to each LEA monthly on Form P-223RS. The LEA reviews the enrollment and includes it on Form P-223.

RS FTE is reported for the months October through August.

“Total RS Students” headcount is the sum of RS students claimed in K–12 above (attending high school classes) plus “College RS Only” students (attending only college courses). Report “College RS Only” headcount in the separate field.

RS FTE is calculated based on the number of college credits. Fifteen college credits equal 1.00 FTE. A student’s RS nonvocational and RS vocational FTE are calculated and reported separately with a maximum combined RS FTE of 1.40.

**Open Doors Program Enrollment**

LEAs who are approved to operate an Open Doors program as defined in WAC 392- 700 report the program enrollment provided by the program on Form P-223-1418.

Enrolled students that meet the following requirements qualify to be counted:

* Eligibility as defined in WAC 392-700-035,
* Attendance requirement as defined in WAC 392-700-160(1)(d),
* Weekly status check requirement as defined in WAC 392-700-160(1)(e), and
* For below 100 level classes, made academic progress within three months of being counted as defined in WAC 392-700-160(2). When the three months include September, an additional month is allowed to meet academic progress.

**Transitional Bilingual Instructional Program (TBIP) and Exited TBIP Enrollment** In the TBIP field, report students enrolled in a state-approved TBIP as defined in chapter 392-160 WAC in the three categories; TK, Gr K–6, and Gr 7–12. In the Exited TBIP field, report total headcount who met the criteria to exited TBIP services in Spring 2023 or Spring 2024. For all TBIP fields, report the enrolled students monthly on a headcount basis.

**Vocational and Skill Center Enrollment**

FTE enrollment in state-approved vocational and skill center programs taught by a vocationally certified instructor are reported separately for enhancement funding purposes. Districts serving nonresident students must complete a separate P-223 form for each resident school district served.

Calculate the enhancement funding FTE in the same manner as is defined in Enrollment Definitions 3. above. For specific instructions to calculate the FTE for worksite learning, refer to Section 6.L. of the *2024–25 Enrollment Reporting Handbook*.

**Certification**

Provide a signature and date the completed Form P-223.z