

Enrollment Reporting

WASBO 2025 Annual Conference

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Washington Office of Superintendent of
PUBLIC INSTRUCTION

Agenda

- Enrollment Updates
- Resources and Training
- Issues with EDS Enrollment Application
- Quick Overview of Enrollment Reporting Rules
- Questions

Enrollment Updates



Change to P223H Categories

- Since 2025-26 special ed funding will be based on the same funding factors, the requirement to report students by Tier will no longer be required.
- Special ed enrollment will be reported in the following categories:
 - Age 3-5 – report any special ed student who is age 3-5 including any kindergarten age student not enrolled in a kindergarten class at the school where they are marked “IsPrimary”.
 - TK Tier TK – report any special ed student enrolled in a TK program at the school where they are marked “IsPrimary”.
 - K-21 Other Tier – report any special ed student enrolled in grades K-12 at the school where they are marked “IsPrimary”.
- The following categories will be visible on the EDS P223H, but no numbers can be submitted for these fields for 2025-26:
 - TK 14/18 Tier
 - K-21 Tier 1

Special Education Services Until Age 22

- Background:
 - May 2024, the 9th Circuit Court of Appeals ruled that the obligation under IDEA to provide special education services to eligible students extends to their 22nd birthday.
 - For more information, refer to the [Questions and Answers: Providing Special Education Services Until Age 22](#) publication.
- For 2024-25:
 - Students who are age 21 on September 1, 2024 and receiving special ed services can be reported on the monthly P223H until the day before their 22nd birthday.
 - Their weekly enrolled minutes of enrollment can be reported as an FTE on the P223.
 - Any of these students reported on a monthly P223H must be reported also on the Age 21+ Smartsheet.
- For 2025-26:
 - With the passage of [SSB 5253](#), a student who is age 21 at the beginning of the school year, has an IEP/evaluation in place of the count day, and receiving special ed services can be reported on the monthly P223H until the end of the school year.
 - Their weekly enrolled minutes of enrollment can be reported as an FTE on the P223.
 - Completing a separate Smartsheet will not be required since CEDARS will be able to handle these students' reporting.



Transition to Kindergarten (TK)

- TK funding is capped at 7,266 AAFTE for 2025-26.
- Priority will be given to districts who offered a TK program for 2024-25.
- Districts should not look to expand their TK program enrollment.
- Look for more information on how the cap will be applied and notification provided in the coming month.
- To review how to report TK enrollment:
 - 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, report all TK special ed students under the **SPED Other TK** category at the school where they are marked "IsPrimary".
 - For K-3 Class Size Reporting, do not report TK students/teachers in this monthly enrollment reporting.

Running Start Summer 2025 Quarter

- 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
- 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 2024-25 Running Start rates – $\frac{2}{3}$ rd that which would be generated for any other quarter.
 - Funding for an additional 30% factor applied to the summer counts is **not** available for 2025 summer quarter.



"After Exit" Running Start Funding

- Funding for "After Exit" Running Start program will **not** be available for the 2025 summer quarter.
 - For review, eligible students were:
 - Ones who have graduated and within 15 credits of an AA degree. Eligible to take up to 15 college credits.
 - 11th or 12th 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.



Continuous Learning 2.0+ (CL2.0+) - Discontinued

- Claiming students under the Continuous Learning 2.0+ (CL2.0+) model will no longer be an option for 2025-26.
- CL2.0+ was an instructional funding model available to serve students and families with health and safety model needs.
- Never intended to be a permanent option and rules (i.e., [WAC 392-121-107](#) – Course of Study) was never revised.

Direct Funded Technical Colleges (DFTC)

OSPI has been meeting with DFTCs throughout the 2024-25 school year reiterating that these programs are public high schools, and provided training/guidance on the following items:

- Enrollment reporting:
 - For their high school programs,
 - FTE should be based on time in the classroom.
 - Online learning done outside of the classroom must follow the ALE rules and be claimed as ALE FTE.
 - CTE classes must be approved classes taught by a CTE endorsed teacher. CTE ALE classes would not generate enhanced CTE funding.
 - DFTC should be sending to their serving districts monthly P223-TC form.
- Provision of special ed services should be afforded to students attending DFTC. Splitting a student's FTE with a district is allowable.
- DFTC must report student enrollment regularly to CEDARS.

Now would be a great opportunity for district that send students to DFTCs to review their interlocal agreements to make sure these items are addressed.

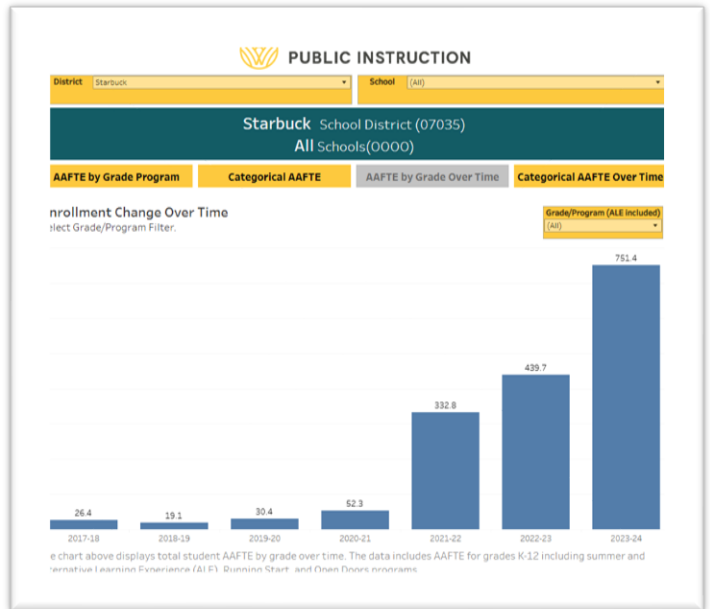
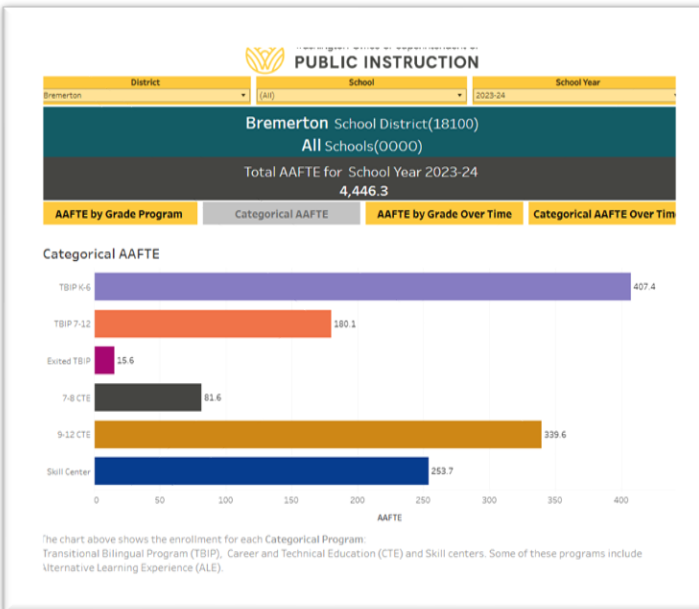
Resources and Training



Resources - Enrollment Reporting Rules/Guidance

- 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. 2025-26 handbook should be available by August.
 - [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

- New Dashboard



Resources – Enrollment Numbers

- Posted Summaries Files can be found here:
<https://ospi.k12.wa.us/safs-data-files>.

This is a discrete webpage provided for knowledgeable users with the capability to work with large amounts of data in Access and/or Excel format. Each dataset requires the user to have firm knowledge of the data fields reported and their interrelationships to capably work with the data files. OSPI does not have the resources to, and cannot, provide support for users that do not have this prerequisite knowledge.

Contact Information

School Apportionment

360-725-6300

TTY: [360-664-3631](tel:360-664-3631)


Staff Contacts

[Expand all](#)

End of Year Financial Data (F-196) 

Budget Data (F-195) 

Personnel Reporting Data (S-275) 

Apportionment Data Files 

Levy History Data File 

Enrollment Data Files (P223/P223H) 

For further information about the Enrollment data file, email [Becky McLean](#)  or call 360-725-6306.

The following Excel files summarize the student enrollment data at the Local Education Agencies (LEA) Level on the P-223 and P-223H forms.

- [Current Enrollment Summary - School Year 2024-2025 \(XLSX\)](#) (Updated April 16, 2025)
- [Final Enrollment Summary - For the School Years 2001-02 through 2023-2024 \(XLSX\)](#) (Posted December 9, 2024)
- [Final Enrollment by School - Since 2017-18 \(XLSX\)](#) (Posted November 25, 2024)

The following Excel files provides the Special Education enrollment percentages by LEAs.

- [Special Education Enrollment Percentage Summary \(XLSX\)](#) – since School Year 2008-09 (Updated April 16, 2025)

The following Excel files recent updated enrollment for specific programs.

- [2024-25 TK Enrollment by School and Month \(XLSX\)](#) (Posted April 16, 2025)
- [Open Doors Enrollment by Districts - Since 2011-12 \(XLSX\)](#) (Posted April 16, 2025)
- [2024-25 ALE Enrollment by Program and Month \(XLSX\)](#) (Posted April 17, 2025)



August Training

- We will be offering three ZOOM Enrollment Trainings this August.
- This training will provide:
 - Updates to 2025-26 Enrollment Reporting,
 - Review of the Basics for Enrollment Reporting,
 - Recap of the Issues with the EDS, and
 - Chance to ask questions.
- Each training session will cover the same items.
- One of the trainings will be recorded, which you can ask for the recording afterwards.
- Here are the links to sign up for:
 - August 13, 1-3 pm: <https://us02web.zoom.us/meeting/register/rabd3pKyQVmrLAKL5cFthQ>
 - August 21, 9-11 am: https://us02web.zoom.us/meeting/register/UTh_beO7RsG0O0gpbffrCA
 - August 27, 9-11 am: <https://us02web.zoom.us/meeting/register/xWGQ-jCPTqKD3JA5cg91kA>

*Registration is required. After registering, you will receive a confirmation email containing information about joining the meeting.



Issues with 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 the following issues:
 - Revisions with zero enrollment
 - Several 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.
 - Deleting revisions deletes original file too
 - When OSPI is asked to delete a revise file, the original "Accepted by OSPI" file is deleted too.
 - If this occurs, OSPI may ask a district to recreate the original file.
 - "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*

	Total K-12 HC	Total K-12 FTE	ALE HC	ALE FTE
Kindergarten	9	8.16	0	0.00
1	6	6.00	0	0.00
2	14	14.00	0	
3	6	6.00	0	
4	7	7.00	0	
5	7	7.00	0	
6	10	10.00	0	
7	0	0.00	0	
8	0	0.00	0	
9	0	0.00	0	
10	0	0.00	0	
11	0	0.00	0	
12	0	0.00	0	
Total	0	0.00	0	

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	AVERAGE
KINDERGARTEN	8.16	8.16	8.16	8.16	9.16	9.16	9.16				8.59
FIRST	6.00	6.00	6.00	6.00	7.00	7.00	7.00				6.43
SECOND	14.00	14.00	14.00	14.00	14.00	14.00	14.00				14.00
THIRD	6.00	6.00	6.00	6.00	6.00	6.00	6.00				6.00
FOURTH	7.00	7.00	8.00	8.00	9.00	9.00	9.00				8.14
FIFTH	7.00	8.00	8.00	8.00	9.00	9.00	9.00				8.29
SIXTH	10.00	10.00	11.00	11.00	11.00	11.00	11.00				10.71
SEVENTH	11.00	11.00	11.00	11.00	11.00	11.00	11.00				11.00
EIGHTH	7.00	7.00	8.00	8.00	8.00	8.00	8.00				7.71
NINTH	9.00	9.00	10.00	10.00	10.00	8.00	8.00				9.14
TENTH	12.00	12.00	13.00	13.00	13.00	13.00	13.00				12.71
ELEVENTH	9.00	8.91	8.44	8.44	8.44	8.44	8.44				8.59
TWELFTH	7.58	7.58	7.30	7.30	7.30	7.15	7.15				7.34
*** TOTALS	55.58	114.65	118.90	118.90	122.90	120.75	120.75				110.35

Total K-12 Basic Education Enrollment - By Grade Span - including ALE - Wilson Creek School District - (13167)

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	AVERAGE
KINDERGARTEN	0.00	8.16	8.16	8.16	9.16	9.16	9.16				7.42
GRADES 1-3	0.00	26.00	26.00	26.00	27.00	27.00	27.00				22.71
GRADE 4	7.00	7.00	8.00	8.00	9.00	9.00	9.00				8.14
GRADES 5-6	0.00	18.00	19.00	19.00	20.00	20.00	20.00				16.57
GRADES 7-8	18.00	18.00	19.00	19.00	19.00	19.00	19.00				18.71
GRADES 9-12	37.58	37.49	38.74	38.74	38.74	36.59	36.59				37.78
*** TOTALS	55.58	114.65	118.90	118.90	122.90	120.75	120.75				110.35



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	14	18	20
Dec	15	17	19
Jan	14	16	21
Feb	12	17	19

	Due Date to Submit Files To ESD	Monthly Process Starts (8am)	Estimated Date that Revisions Can Begin
Mar	12	16	18
Apr	14	16	20
May	14	18	20
Jun	11	15	17
Jul	15	17	21
Aug	13	17	19



Quick Overview of Enrollment Reporting Rules



Quick Overview of Enrollment Reporting Rules

Districts report enrollment to SAFS monthly which is used for state funding.

- Where? In EDS Enrollment application.
 - P223 – Basic ed enrollment, including grades K-12, TK, ALE, Running Start, Open Doors, CTE and skill center, and TBIP.
 - P223H – Special ed enrollment
- When? Monthly, based on a count day ([WAC 392-121-119](#)).
 - 4th school day of September
 - 1st school day for remaining months.
- Who? Students who meet the following requirements:
 - Meets the definition of an enrolled student ([WAC 392-121-106](#)) including expectation of physically living in the state for 20 days.
 - Enrolled in their resident district or attending through a choice transfer or interdistrict agreement,
 - Participated in a course of study outlined in [WAC 392-121-107](#), and
 - Has not been absent for 20 school days or other enrollment exclusions found in [WAC 392-121-108](#).

Quick Overview of Enrollment Reporting Rules

- What?
 - Headcount
 - Collected for type of enrollment.
 - Special Ed and TBIP headcount is used for funding.
 - Also, used for Caseload Forecasting.
 - FTE
 - Measurement of a student's enrollment.
 - Most funding is based on FTE.
 - FTE is based on a student's enrolled weekly minutes, including recess and passing time, excluding time for meals.
 - For most types of enrollment, 1,665 weekly minutes equals 1.00 FTE.

Questions?

