

Claiming Summer Enrollment

Updated for the 2024-25 School Year

Quick Review on How to Report Summer Enrollment

On July 1, the EDS SAFS Enrollment application will be available for districts to report their summer enrollment.

- **P223S Form:** Districts offering summer school programs, including ALE and Skill Center programs but excluding Open Doors and Running Start will use the P223S form to report their student's enrollment.
- **July and August Monthly P223 Forms:** Districts reporting Open Doors and Summer Running Start enrollment will use the July and August P223 monthly forms.

The "After Exit" Summer funding that had been available for previous summers will not continue for the summer 2025 term.

P223S Form – for all enrollment except Open Doors and Running Start

Below are some helpful information on reporting students on the P223S Form. For additional P223S form instructions, refer to the back of the paper form found at this link: [P223S Form - Nonstandard School Year AAFTE Enrollment Eligible for Basic Support](#).

Who Can Be Claimed

Students that have not exceeded their AAFTE can be claimed on the P223S form. AAFTE is defined as the annual average of ten months of reported FTE. Districts should determine a student's available AAFTE and document the student's standard school year (September through June) monthly FTE and include any enrollment in other districts, in private schools, or in home-based instruction. To determine a student's available AAFTE, refer to the page 28 of the [2024-25 Enrollment Reporting Handbook](#).

How to Report on the P223S Form

For all summer programs, except Open Doors and Running Start, enrollment reported on the P223S form is based the total enrolled hours. Districts report the total enrolled hours on the electronic P223S form in EDS and the form will calculate the AAFTE by dividing the total hours by 1,000 for all grades.

The P223S form is a single annual form. Districts can report their July enrollment on the P223S form and submit it by the July due date. Their July apportionment would include the July enrollment. Then in August, the district can revise the P223S form and add in the August enrollment.



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Some districts may choose to report their summer enrollment once in August or sometime before the November 24, 2025 deadline. Districts that wait and report their enrollment after the August 12, 2025, deadline will not receive their summer apportionment until January 2025 and the summer enrollment will not be included in the district's levy calculation or LAP funding. To view the electronic P223S form in the EDS Enrollment application, select "Non-Standard" for the month and then hit the "Run Filter" button.

Skill Center (SC) Programs

- 1.60 AAFTE Limitation – SCs are limited in counting only the summer enrollment that does not exceed the AAFTE limits. No student can be counted for more than 1.0 AAFTE at the high school or at the SC. And combined, no student can be counted for more than a 1.60 AAFTE.
- Counting Summer School Enrollment in June – SCs can count summer school sessions that begin in June – provided that the summer program is distinctly not part of the standard school year.
- Counting SC Summer Sessions – For summer SC sessions, the count day is the fourth instructional day of each SC session. Each student claimed must participate one of the first four school days of the session.

For example, the SC first session starts June 23 and will go for six hours a day for four weeks, for 20 school days. 6 hours for 20 school days equals 120 hours. Any student that participated one of the first four days of the session (23rd, 24th, 25th, or 26th) can be reported for 120 hours and would receive 0.12 FTE ($120 \div 1,000$).

- Correctly Completing the P223S Form – Finally, and perhaps most importantly, when reporting SC enrollment on the P223S form, remember to report it in two spots. First, enter the students' enrollment in the upper K–12 fields, in the appropriate grade. Then report the students again in the bottom vocational box in the SC fields. Districts that report their SC in one spot will not receive their full SC funding – both BEA and enhanced SC funding.
- ALE SC Enrollment – If the SC enrollment is ALE, remember to report the enrollment in the available ALE columns in the upper K–12 fields, as well as, the bottom vocational box in the ALE fields. Any ALE enrollment must also be reported on the SAFS ALE.

ALE Programs

Districts with ALE summer programs should report their ALE enrollment on both the P223S form and SAFS ALE.

- For the P223S form, districts enter the total ALE enrolled hours in the first two columns of the upper K–12 fields, as well as, the ALE columns to the right. To calculate the total hours for a summer school ALE student, a district should look to the Written Student Learning Plan

(WSLP) and identify the estimated hours of learning. Then count the total number of school days for each month and multiply the total days by the WSLP estimated hours.

- For the SAFS ALE, ALE enrollment reported on the P223S form must also be reported on the SAFS ALE for the months of July and August. Report the calculated AAFTE on the SAFS ALE, not a monthly FTE.

July and August P223 Monthly Forms – for Open Doors (OD) and Running Start (RS) Only

Review of OD Summer Reporting Rules

Students that were not enrolled in a high school, private school, or OD program and did not have an intent to home school in place for the ten months of the standard school year (September through June) could qualify for summer enrollment. OD programs should document for each eligible student claimed for the summer, the months in the standard school year they did not attend any school.

Remember that the same requirements to count OD students must be met. This includes the Attendance Period and Weekly Status Check in the prior month, as well as, for below 100 level class, attaining an IAP or credential after being claimed for funding for three months. Additional records of meeting these requirements must be retained.

Review of RS Summer Reporting Rules

Detailed information on who is eligible to be claimed for the summer quarter for Running Start funding is provided in [Bulletin #027-24](#). As the guidance outlines, students must have the necessary paperwork in place to enroll in the summer 2025 quarter. If schools are closed, district office should be available to complete the required paperwork. Keep in mind the bulletin's guidance on After-Exit Summer Running Start and the additional 30% funding that was applied to the summer 2024 counts is dated and does not pertain for the summer 2025 quarter.

How to Report OD and RS on July and August P223 Monthly Form

OD and RS enrollment for the months of July and August is reported on the July and August monthly P223 forms. When opening the monthly July or August P223 form, all fields will be open for entering data. However, in order to submit the form, only data entered in the following fields will be allowed.

Running Start	Open Doors
Total RS HC	Total HC
Nonvocational RS FTE	Nonvocational OD FTE
Vocational RS FTE	Vocational OD FTE

Make sure **not** to report any enrollment in any other fields – including “RS Only HC” field.

Unlike other summer enrollment reported on the P223S form, OD and RS enrollment is based on the enrolled students on the monthly count day for July and August. Count day is the first instructional day of the month. OD and RS enrollment for the summer month is reported as an FTE, not the total enrolled hours.

The OD AAFTE is calculated by totaling the twelve months of reported monthly FTE and dividing by ten. RS AAFTE is calculated by totaling the eleven months of reported monthly FTE and dividing by nine.