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| **REPORT OF STUDENTS RESIDING IN NONHIGH DISTRICTS AND ENROLLED IN HIGH DISTRICTS** |  |  |  |
| **(**See reverse side for instructions) |  |  |  |



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| --- | --- | --- | --- |
| HIGH DISTRICT NAME | COUNTY NUMBER | HIGH DISTRICT NO. | ESD NO. |
| NONHIGH DISTRICT NAME | COUNTY NUMBER | NONHIGH DISTRICT NO. | ESD NO. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **HIGH DISTRICT ENROLLMENT** | | | | | | **Actual 2025–26 AAFTE \*** | **Estimate 2026–27 AAFTE \*** |
| **Total AAFTE for Students** (including those listed below and any additional lists) | | | | | |  |  |
| Name of Student | Grade | Home Address | 2025–26  Start Date | | 2025–26  End Date |  |  |
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| \* To report more students, attach additional list(s). Do not submit additional forms.  Make sure to provide the Total AAFTE for all students in the above fields. | | | | | | | | |
| **CERTIFICATION** | | | | | | | | |
| We hereby certify that all students reflected in this report are properly enrolled students in the high district and are residents of the nonhigh district, that conversions to AAFTEs are in accordance with instructions, and that student records and other pertinent documents are readily available for audit. | | | | **ESD certifies all entries and revisions reflect the final agreement of both the nonhigh and the high district:** | | | | |
| ORIGINAL SIGNATURE OF SERVING HIGH DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL DATE | | | | ORIGINAL SIGNATURE OF EDUCATIONAL SERVICE DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL | | | | |
| ORIGINAL SIGNATURE OF NONHIGH DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL DATE | | | |

FORM P-213 (Rev. 7/2025)

# INSTRUCTIONS FOR COMPLETING FORM P-213

## GENERAL INSTRUCTIONS

**Who Should Complete Form P-213?**

Any high district enrolling students residing in a nonhigh district as defined in chapter 28A.545 RCW completes this form. Nonhigh districts sending students to high districts must review and sign forms initiated by high districts.

**Due Date and Routing of Form P-213**

Form P-213 is not part of the electronic enrollment reporting system and should be submitted on paper.**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).
  + See RCW 84.52.0531 and WAC 392-139-340 for details about levy authority transfers.
  + See chapter 28A.545 RCW and chapter 392-132 WAC for details about nonhigh payments to high districts.
  + Reported nonhigh enrollment is summarized on Report F-483.

**Due at ESD**

High Districts June 26, 2026

Nonhigh Districts July 10, 2026

Completed reports are due at OSPI July 24, 2026.

1. High districts will:
   1. Complete a separate Form P-213 for each nonhigh district served.
   2. Each form has space for 27 students. To report additional students, attach lists. Do not submit additional forms.
   3. **Importantly, provide the Total AAFTE for each high/nonhigh relationship on the one form**
   4. Send signed form(s) to the high district’s educational service district (ESD) by June 26, 2026.
2. ESDs forward each Form P-213 to the appropriate nonhigh district for input and a concurring signature.
3. Nonhigh districts will:
   1. Review and sign the form.
   2. Return it to the high district’s ESD by July 10, 2026.
4. ESDs will:
   1. Facilitate Form P-213 process so that both districts reach agreement on the accuracy of the data before it is submitted to OSPI.
   2. Review and sign the form – making sure that the Total AAFTE fields are completed for each form.
   3. Make copies of the final report form for distribution to high districts and nonhigh districts.
   4. Send scanned forms to [SAFSEnrollment@k12.wa.us,](mailto:SAFSEnrollment@k12.wa.us) by July 24, 2026.

**Purpose**

P-213 enrollment is used to calculate payments from nonhigh districts to high districts. Levy authority transfers from high districts to nonhigh districts and eligibility for local effort assistance may be affected.

**Limitations on Enrollment Counts**

All enrollment included on Form P-213 is subject to the following limitations:

1. Students must reside within the boundaries of the nonhigh district. The students must be in a grade that the nonhigh district does not conduct, they must be eligible for that grade, and they must not previously have successfully completed that grade. Include special education and vocational students from the nonhigh district. Include middle school and junior high grades if they otherwise meet the criteria.
2. Running Start students are included only if they are also attending the high school. Report only the AAFTE enrollment at the high school. Do not include the Running Start AAFTE.
3. Enrollment in a skill center program should not be included.
4. Enrollment in an Open Doors program should be included.
5. A student enrolled full-time (1,665 weekly minutes) for 10 months (September–June) is 1.00 AAFTE. A student enrolled less than 1,665 weekly minutes for 10 months is reported as a partial AAFTE. For example: A student enrolled full-time for three months is counted as 0.30 AAFTE (3 ÷ 10). A student enrolled two daily hours each day of the week or 600 weekly minutes for 10 months is counted as 0.36 AAFTE (600 ÷ 1665).

## DETAILED INSTRUCTIONS

Enter the high district and nonhigh district names, county numbers, school district numbers, and ESD numbers in the spaces provided.

**Totals**

Under “Actual 2025–26 AAFTE,” enter the AAFTE of students residing in the nonhigh district and enrolled in the high district during the 2025–26 school year – including those lists on the form and any attached lists.

Under “Estimated 2026–27 AAFTE,” enter the estimated enrollment for the 2026–27 school year.

**Details**

List information for each nonhigh student attending the high district. Identify each student separately by name, grade, and home address. Show current school year starting and departure dates if different from the beginning and ending date of school. Report actual AAFTE for each 2025–26 student. Report estimated AAFTE for each 2026–27 student. Include middle school and junior high students if they otherwise meet the criteria.

**Cross-Reference**

The AAFTE reported for a student should be the same as the AAFTE reported by the high district on Form P-223 during the school year. Total AAFTE counts should equal the sum of AAFTE for each student.

**Certification**

Provide an original signature and date the completed Form P-213.

If any student is added or subtracted from the form, the ESD is responsible to verify the changes have been approved by both the Nonhigh and the High District.

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