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| **MONTHLY REPORT OF SPECIAL EDUCATION ENROLLMENT**  (See reverse side for instructions) | | | | |  |  |  |
| SERVING LOCAL EDUCATION AGENCY (LEA) NAME | | | SERVING LEA COUNTY/DISTRICT NO. | | REPORT MONTH | | YEAR  **2025–26** | |
| **Special Education Enrollment** | | | | | | | | |
| Resident District No | | Resident District Name | Age 3–5 | TK | K–22 | | | |
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| **Total Special Education Headcount** | | |  |  |  | | | |
| **Certification** | | | | | | | | |
| I hereby certify that all students reflected in this report are properly enrolled and properly identified students 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 EDS Superintendent or Authorized Official Date | | | | |

FORM P-223H (Rev. 7/2025)

# INSTRUCTIONS FOR COMPLETING FORM P-223H

## 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. See WAC 392-121-033 for a definition of “school day.”

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

The report for September is due at the Educational Service District (ESD) fiscal office September 19. Refer to Section 4.B. of the *2025–26 Enrollment Reporting Handbook* for the remaining ESD due dates for the months, October through June.

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

**Purpose**

The October through June average resident enrollment reported on Form P-223H is used in calculating state special education funding for each LEA.

State funding is paid directly to the resident district or charter or tribal compact school and appears on Report 1191SE.

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 2027 apportionment.

**Enrollment Definitions**

1. The following criteria **must** be met for each student counted on Form P-223H:
   1. The student’s evaluation must be current.
   2. The student’s eligibility to receive special education and related services must have been established.
   3. The student’s individualized education program (IEP) must be current and in effect. Consideration of the need for extended school year special education services must be documented in the IEP for each special education student reported.
   4. The student must have received special education and related services on or before the count day but within the prior month.
2. A properly identified student that is age 3 through 22 is one who:
   1. has an active IEP that meets state requirements;
   2. has a current evaluation that meets state requirements; and
   3. receiving specially designed instruction as described in a current IEP.
3. All corrections to state enrollment reporting required for resolution of state audit examination findings related to special education and state child count verification findings are submitted as defined in chapter 392-117 WAC, Timely Reporting.

**Limitations on Enrollment Counts**

1. Report only enrolled and properly identified students.
2. Do not report 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. The district or ESD that provides the education services for the institution reports these students monthly on Form E-672.

**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 enrollment is summarized on Report 1735.
  + Refer to WAC Chapter 392-172A for special education guidelines.

## DETAILED INSTRUCTIONS

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

**Resident District**

For districts and ESDs, enter the resident district name, county, and school district number in the boxes provided.

For charter and tribal compact school, report the students as a resident district of the school.

Districts and ESDs serving nonresident students must complete a separate entry row on Form P-223H for each resident district served.

**Headcount**

Report special education headcount enrollment in the following categories

* Age 3–5: report eligible students who are between 3 and 5 years old and not enrolled in kindergarten or a transition to kindergarten (TK) program.
  + TK: report eligible students who are enrolled in TK program.
  + K–22: report students who are Kindergarten to Age 22.

**Certification**

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

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