|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **NONSTANDARD SCHOOL YEAR AAFTE ENROLLMENT ELIGIBLE FOR BASIC SUPPORT** |  |  |  |
| (See reverse side for instructions) |  |  |  |
| SERVING LOCAL EDUCATION AGENCY (LEA) NAME | SERVING LEA NO. | YEAR**2025–26** |
| RESIDENT DISTRICT NAME | RESIDENT DISTRICT NO. |  |
| **Nonstandard School Year Enrollment** |
|  | **Total K–12 Enrollment 1** | **ALE 2** |
| Headcount | Total Hours | AAFTE 3 | Headcount | Total Hours | AAFTE 3 |
| 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** |  |  |  |  |  |  |
| **Vocational Enhanced Enrollment** |
|  | **Total K–12 Enrollment 1** | **ALE 2** |
| Headcount | Total Hours | AAFTE 3 | Headcount | Total Hours | AAFTE 3 |
| Grades 7–8 Vocational 4 |  |  |  |  |  |  |
| Grades 9–12 Vocational 4 |  |  |  |  |  |  |
| Skill Center 4 |  |  |  |  |  |  |
| **Footnotes** |
| 1. Report total K–12 nonstandard school year enrollment, including any ALE enrollment.
2. Report ALE enrollment. ALE enrollment must be restated in the SAFS ALE Reporting by program and home district.
3. AAFTE is calculated by dividing the total hours by 1,000.
4. Any vocational enrollment is included in K–12 above. Report enrollment only in state-approved vocational courses, taught by a certified vocational instructor and the student is in the correct grade span.
 |
| **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 P-223S (Rev. 7/2025)

# INSTRUCTIONS FOR COMPLETING FORM P-223S

## GENERAL INSTRUCTIONS

**Who Should Complete Form P-223S?**

LEAs claiming state basic education funding for all eligible nonstandard school year enrollment excluding Open Doors complete Form P-223S. Open Doors enrollment provided in the nonstandard school year is reported on the July and August Form P-223s.

**Due Date of Form P-223S**

Form P-223S should be submitted electronically as needed during the months of July and August.

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

**Purpose**

State support for eligible nonstandard school year enrollment is provided under RCW 28A.150.420 and WAC 392-121-123 and -133. LEAs providing nonstandard school year instruction during the months of July and August may claim annual average full-time equivalent (AAFTE) attendance to the extent that such attendance is in lieu of attendance during the standard school year. AAFTE reported on Form P-223S is added to average September through June P-223 enrollment in determining state basic education funding.

**Enrollment Counts and Limitations**

Nonstandard school year attendance that is in lieu of basic education enrollment during the standard school year can be reported if all the following conditions are met:

1. The student was reported as part-time or for less than ten months and the same enrollment has not been previously reported during the regular school year.
2. The student is enrolled tuition free in a course of study as defined in WAC 392-121-107.
3. The student was not enrolled full-time in either a private school or home-based instruction for the months the student was not claimed for state funding during the school year.
4. The student’s nonstandard attendance, when combined with enrollment during the first ten months (September through June) of the school year, does not exceed the limitations set forth in WAC 392-121-136 to include:

No student will be counted for more than a 1.00 AAFTE, except for:

* + Skill center students who may be claimed up to a **combined** 1.60 FTE with the maximum 1.00 FTE for skill center enrollment and a maximum 1.00 FTE for high school.
	+ Running Start students who may be claimed up to a **combined**

1.40 FTE with the maximum 1.40 FTE for Running Start enrollment and a maximum 1.00 FTE for high school.

**Determining Available Nonstandard AAFTE**

The following steps should be taken to determine a student’s available AAFTE:

1. For each eligible student, total the student’s FTE enrollment on the monthly Form P-223 for each 10 count dates of the standard school year (September through June), including enrollment reported for state funding, as well as enrollment in a private school or in home-based instruction. Divide the result by 10. If applicable to the student, add any hours of attendance from Form P-240 divided by 1,000 for all grades.
2. Determine each eligible student’s nonstandard AAFTE enrollment by dividing the student’s hours of nonstandard school year enrolled hours by 1,000 for all grades.
3. Evaluate the combined AAFTE by totaling the AAFTE calculated in Steps
	1. and 2.
4. If the student’s combined AAFTE is less than or equal to 1.00\*, report the nonstandard school year AAFTE calculated in Step 2. in the appropriate grade group.

**Example:** A student’s September through June AAFTE equals 0.44 and the student’s nonstandard school year AAFTE equals 0.28. Report 0.28.

1. If the student’s combined AAFTE is greater than 1.00, subtract the student’s September through June AAFTE calculated in Step 1. from 1.00 and report the result in the appropriate grade group.

**Example:** A student’s September through June AAFTE equals 0.89 and the student’s eligible nonstandard school year enrollment equals 0.28. Report 0.11 (1.00 - 0.89).

**\*** For Running Start students, the AAFTE limit is 1.40 with the maximum 1.00 AAFTE for high school and 1.40 AAFTE for Running Start.

For skill center students, the AAFTE limit is 1.60 with the maximum

1.00 AAFTE for skill center and 1.00 FTE for high school.

1. Round the AAFTE to two decimal places as shown in the examples above.

**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 nonstandard school year enrollment is summarized on Report 1251.

## DETAILED INSTRUCTIONS

Enter the LEA name and LEA county/district number in the boxes provided.

**Resident District**

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

**Total K–12 Enrollment**

Report the total headcount and actual enrolled hours of nonstandard school year in the appropriate grade group, include students enrolled in an Alternative Learning Experience (ALE) program.

**Annual Average Full-Time Equivalent (AAFTE)**

Calculate the cumulative AAFTE counts for all months of the nonstandard school year by dividing the Total Hours for all grades K–3 by 1,000. Round the AAFTE to two decimal places.

**ALE Enrollment**

ALE enrollment as defined in WAC 392-121-182 reported in the Total K–12, vocational, and skill center enrollment is reported in the fields provided. ALE enrollment must be restated in the SAFS ALE Reporting application.

**Vocational and Skill Center Enrollment**

Enrollment reported above in a state-approved vocational middle school (grades 7–8), vocational secondary programs (grades 9–12) or skill center program taught by a vocationally certified instructor is also reported in the boxes provided.

**Certification**

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

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