

# Health & Physical Education Instruction Sheet

## ASB Card & Athletic Participation Data Reporting

Under HB 1660, if a school district charges attendance or participation fees for any extracurricular event, there must be a policy in place to waive all fees for students from low-income families. As part of this policy, high schools must submit opportunity gap data for ASB card possession and extracurricular participation to their district. If the opportunity gap percentage is higher than 5%, schools must also submit an [Opportunity Gap Reduction Plan](#) that outlines their process to close the gap. Only high schools are required to post this data.

Data must be reported to districts by the following dates each year:

- **April 1:** High schools must collect and report to their ASB executive boards
- **April 15:** High schools must publish data on their websites
- **June 1:** High schools must publish their Opportunity Gap Reduction Plan (if required)

As of school year 2025-26, OSPI will no longer collect high school ASB or athletic participation data. Unlike past years, funding will not be available to offset the loss of participation fees. However, the law still requires school districts to post data on their website along with a gap reduction plan, if necessary. Note that data must be posted for at least five years.

To aid high schools in calculating and posting their data, OSPI provided a [calculation worksheet](#) to determine opportunity gap percentages as well as [data](#) and [gap plan](#) templates for district submission.

## ASB & Athletic Participation Data Calculation Tool

This [worksheet tool](#) is for calculating opportunity gap percentages for the current school year. Do not submit worksheet to your district. Follow the following instructions to calculate your school's opportunity gap.

1. Fill in the following lines using whole numbers:
  - a. Total number of **all students** enrolled at your school
  - b. Number of **students from low-income families** as of October in the current school year
  - c. Total number of **all students** with an Associate Student Body (ASB) card
  - d. Number of **students from low-income families** and possess an ASB card
  - e. Total number of **all students** participating in at least one athletic program
  - f. Number of **students from low-income families** who are participating in at least one athletic program



2. When these values are entered, you should notice that all the lines relating to students from non-low-income families and percentages will be automatically calculated. You will need these totals for your data template.
3. If either gap percentages for ASB or athletic participation are highlighted red, then the opportunity gap is higher than 5% and a gap plan will need to be submitted to your district.

## ASB & Athletic Participation Data Template

The [data template](#) is not a requirement for HB 1660 if your school or district has a preferred template, but it is available for district submission.

For lines 1 – 8, use the data collected and calculated from the worksheet. The “List of optional noncredit extracurricular event attendance and participation fees” section should be completed with the cost per student estimates at your school’s discretion.

The template should be submitted to your district’s ASB team who will then post it to their district website to make it available for parent and community reference.

## Opportunity Gap Reduction Plan

If your school’s opportunity gap for either ASB cards or athletic participation is higher than 5%, an [opportunity gap reduction plan](#) needs to be completed by June 1. Calculations from the worksheet tool can be used to fill in the top sections of the template.

Work with your school administration to determine student barriers and to develop an action plan to reduce the opportunity gap. Consult district and school policy for procedures and processes to follow.

## Contacts

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## References

- [Frequently Asked Questions for House Bill 1660](#)
- [2025-26 ASB Cards and Athletic Participation Data Calculation Tool](#)
- [2025-26 ASB & Athletic Participation Data template](#)
- [2025-26 Opportunity Gap Reduction Plan](#)