Updates for 2023–24 School Year, Enrollment 101 & FTE Calculation Tool

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Agenda

- Updates for the 2023–24 School Year
- FTE Calculating Tool
- Enrollment 101

Updates for the 2023–24 School Year

Transition to Kindergarten (TK)

- [2SHB 1550](#) establishes Transition to Kindergarten (TK).
- For enrollment reporting expect the following changes:
  - For P-223, new fields for TK headcount and FTE will be added.
  - For P-223H, which category special ed TK students are reported is still to be determined.
  - For K-3 Class Size reporting, a new category will be added to report TK class size separately.
  - For SAFS ALE, there will not be a TK category since TK cannot occur in an ALE program.

Running Start Summer 2023 Quarter

- The [2022 Supplemental Budget](#) required OSPI to write rules to open Summer quarter for Running Start.

- The CR-102 for this rule change is available on the [OPSI Rules webpage](#). A hearing will be held virtually on May 12 at 10 am. You may register for the hearing [here](#).

- FYI, the 2023 legislative budget includes a $3M proviso for "after exit" Running Start.

  - Eligible students are:
    - Ones who have graduated,
    - Met the Running Start FTE limits prior to the summer, **and**
    - Are within 15 credits of an AA degree.
  - Enrollment will not be reported on the P223
  - Funding will go directly to the college.

Running Start Summer 2023 Quarter *continues*

- Students who meet **both** the following requirements will be eligible to enroll in the Summer 2023 Quarter:
  - Grade level:
    - A current 11th graders (Class of 2024), or
    - 12th graders who did not graduate.
    - Does not include rising 11th graders (Class of 2025)
  - Available AAFTE – after June:
    - Has not been claimed for a 1.00 AAFTE for Running Start, and
    - Has not been claimed by both a high school and college a combined 1.20 AAFTE.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Aver
High School	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Running Start		0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
	0.72	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05

- A new form will be created for LEAs to determine student eligibility and sign up for the summer quarter.

Running Start Summer 2023 Quarter *continues*

- How to report?
  - Colleges will complete a P223RS for July and August based on a July and August count day (first school day of the month).
  - LEAs will report the summer enrollment on the July and August P223's.
  - P223's for July and August will be able to be created after the school year is rolled.

Running Start Summer 2023 Quarter *continues*

- Funding:
  - Since the Summer Quarter has 2 count days, funding is 2/3 of what is generated for other college quarters.
  - Funding will be allocated in the month that the enrollment was reported if reported in July and/or Aug.
  - Keep in mind LEAs that wait until September to report summer enrollment will not receive the funding until Jan 2024.
  - Remember LEAs can submit an estimate of their summer enrollment by Aug 16 and then correct their counts later. This will generate funding in the Aug apportionment and adjustment will be made in Jan 2024.

Reported July enrollment by July 14 ➡	July enrollment will be included in July apportionment
Reported July & Aug enrollment by Aug 16 ➡	July & Aug enrollment will be included in Aug apportionment
Wait to report July & Aug enrollment after Aug 16 ➡	Funding will be allocated in Jan 2024 apportionment as a prior yr adj

  - Keep in mind, LEAs retain 7% of the funds generated to support administrative costs for Running Start.

Increasing Running Start Super FTE to 1.40

- [2SHB1316](#) increases the Running Start Super FTE to 1.40 FTE/AAFTE.

- Begins for the 2023–24 school year and applies to summer 2024.

- What does this mean?
  - Monthly FTE:
    - A student enrolled in both high school and Running Start can be claimed for up to a combined 1.40 FTE in any month.
    - A high school cannot claim a student for more than a 1.00 FTE in any month.
    - A college can claim a student for more than a 1.00 FTE in any month.
  - Annual Average FTE (AAFTE):
    - A student enrolled in both high school and Running Start can be claimed for up to a combined 1.40 AAFTE for the school year.
    - A high school cannot claim a student for more than a 1.00 AAFTE for the school year.
    - A college can claim a student for more than a 1.00 AAFTE for the school year.

Increasing Running Start Super FTE to 1.40
continues

- For the months Dec and Jan only and when the high school term overlaps with college quarters, students can exceed the 1.40 FTE. When this occurs their available FTE for the spring quarter may be reduced so that the student does not exceed the 1.40 AAFTE limitation.

- Look for an updated Running Start Enrollment Verification Form (RSEVF) for 2023–24 school year soon.

Increasing Running Start Super FTE to 1.40
continues

- What does this mean for the Summer 2024 quarter?
- Students who meet **both** the following requirements will be eligible to enroll in the Summer 2024 Quarter:
  - Grade level:
    - 2023–24 11th graders, or
    - 12th graders who did not graduate.
    - Does not include rising 11th graders
  - Available AAFTE – after June:
    - Has not been claimed by both a high school and college for a combined 1.40 AAFTE.
    - A student's AAFTE for Running Start can exceed 1.00 AAFTE.
- Eligible students can enroll in Summer 2024 quarter and be claimed for up to 10 college credits.
- Look for a Tool to use to determine student eligibility for the Summer 2024 quarter.

Heads Up – Possible Changes for 2023–24

Look for more to come on the following possible changes:

- Claiming Paid Work Experience:
  - A preliminary rule change (CR101) is filed that would allow students to earn elective credit through Paid Work Experience.
  - The draft rule (CR102) change (not yet filed) is expected to:
    - Add Paid Work Experience as a Course of Study that can be claimed for state funds.
    - Provide a method to claim Paid Work Experience hours as an FTE. Similar to Cooperative Work Based Learning (WBL).
- Change to Cooperative WBL Factor:
  - From 200 hours for monthly FTE and 2,000 for AAFTE.
  - To 100 hours for monthly FTE and 1,000 for AAFTE.

FTE Calculating Tool

Calculating FTE Tool

- Often I'm asked to calculate a school's FTE.
  - Not an appropriate role for OSPI
  - Concerned that schools are wanting "OSPI approval" on their FTE
  - If changes are made to bell schedule, districts need to revise their FTE calculating
  - Very time consuming
- SAFS has developed a tool that districts can use to calculate their school's FTE based on their published schedule.
- Tool is posted here: https://www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting.

Rules for Claiming FTE

For schools where students move between classes (i.e.; middle and high schools), FTE is based on the bell schedules.

- Look at a weekly schedule – include any regular late starts or early releases.
  - "Regular" means occurring at least once every two weeks.
  - If late starts or early releases occur every other week, you would need to calculate FTE based on a 2-week schedule and using 3,330 (1,665 x 2) minutes.
- Passing time:
  - For every 50 minutes of instruction, up to 10 minutes of actual passing time can be claimed – 20% of total instruction.
  - Before and after school passing can be claimed if students and busses are expected to arrive before or remain at school during the passing time and passing time is part of a published school schedule.
  - Time for meals cannot be claimed as passing time.

Rules for Claiming FTE *continues*

- Advisory time can be claimed as unused passing time and applied proportionately to the other daily classes provided:
  - o Advisory is supervised by a teacher,
  - o All students at school are expected to attend,
  - o Attendance is taken, and
  - o Credit is not awarded for the advisory time.
  - o Total passing time that day does not exceed 20% of the instructional time.

Enrollment 101

Why is Enrollment Reporting Important?

- Monthly enrollment drives school funding.
- How enrollment is reported can affect district's funding.
- Mistakes in reporting can result in audit findings.
- Data used for forecasting future enrollment and the state's funding obligations.
- High interest area with the public and Legislature.

2021–22 State Summary Average Per Funding Levels

Annual Allocation		
Basic Education	$9,407	Per AAFTE
Special Education	$8,942	Per Average Headcount
Enhanced MS CTE	$1,359	Per AAFTE
Enhanced HS CTE	$1,389	Per AAFTE
Enhanced Skill Center	$2,607	Per AAFTE
TBIP	$1,548	Per Average Headcount
Exited TBIP	$850	Per Average Headcount

Resources for Enrollment Reporting

- The following resources can be found on the [Enrollment Reporting Instruction website](#):
  - 2022–23 Enrollment Reporting Handbook provides the rules on how to claim enrollment for state funding.
  - Enrollment Reporting Applications User Guide provides instructions on how to navigate:
    - NEW Enrollment (P223/P223H) application
    - K–3 Class Size application
    - SAFS ALE application
- ESD enrollment contact
- Becky McLean, OSPI
  - 360-725-6306
  - becky.mclean@k12.wa.us

Enrolled Student

- Resident of district or attending pursuant to:
  - o Choice transfer
  - o Interdistrict agreement
- Under 21 years of age before September 1st for the new school year.
- Enrolled on or before the monthly count day.
- Participated in a course of study on or before the monthly count day.
- Does not meet any enrollment exclusions.

Count Day

- A Snapshot.
- Count date is:
  - 4th school day in September.
  - 1st school day of October through June. For Open Doors (OD) and Running Start programs, July and August.
  - What is the Sept count day for Kindergarten whose first 3 school days are conference days? Two options – district decide but apply to all Kindergarteners:
    - Count the parent/teacher/student conference days.
    - Count the first four days of actual K class.
  - For schools or programs that end before June and for seniors that graduate before June, the last school day in May can be the June count day, provided a published school/program calendar reflects the last school day is in May.
- Count date can be determined by an individual school or grade's start date or calendar.

Enrollment Exclusions

A student shall <u>not</u> be counted as an enrolled student if any of the following are met:

- Consecutively absent for > 20 consecutive school days.
  - Allowance exists when an agreement is in place with the parent and the district that states the student will continue his educational progress while absent and the student returns to school before the end of the school year to be counted for two additional count days.

- Dropped out or transferred.

- Met high school graduation requirements before the beginning of the school year (Sept 1st).

- Paying tuition – F1 Visa.

- Claimed by an institution.

- Resident of either the Washington State School for Blind or Washington School for the Deaf, also known as Center for Childhood Deafness and Hearing Loss. Refer to Bulletin # 006-19.

Course of Study Includes

- Basic education instruction
- Special education
- Alternative Learning Experience (ALE)
- Open Doors (OD) programs
- Running Start (RS)
- Direct-funded technical college
- Ancillary service
- Work-Based Learning (WBL)
- UW transition

Course of Study Does Not Include

- Home-based instruction
- Private school instruction
- Adult education – over 21 years old after September 1st
- Out-of-state residents
- GED prep instruction when:
  - Additional adult education state/federal dollars are generated **or**
  - Instruction does not earn high school credit.
- Extra-curricular activities
- College enrollment not earning dual credit at a high school

Full-Time Equivalent - FTE

- FTE is the measurement of student's enrollment and is used to fund districts.

- Claiming FTE is based on:
  - Seat-time traditional class: weekly enrolled minutes in a classroom

    1,665 weekly minutes = 1.00 FTE

  - Running Start (RS) class: enrolled college credits.

    15 college credits = 1.00 FTE

  - ALE program: estimated hours of learning in written student learning plan

    1,665 weekly minutes of estimated learning = 1.00 FTE

  - Work-based learning (WBL): actual hours in a WBL program.

    Divide the actual hours of WBL by either 200 (Cooperative WBL) or 100 (Instructional WBL)

  - Ancillary Services: actual hours of services

    1,000 hours = 1.00 AAFTE

  - Open Doors (OD) program: program's total planned hours of instruction (below 100 level classes) or enrolled college credits (college level classes).

Calculating FTE for Part-time Students

- High and middle school FTE is based on the published bell schedule periods. See slide #10 & 11.

- Part-time students whose FTE is not based on a per class FTE (i.e., elementary students or Special Ed students in a self-contained classroom) will need to have their FTE recalculated using the 1,665 weekly minutes factor. For example:

  o A 1st grade student attends one hour or 60 minutes a week. FTE would be 0.04 (60 ÷ 1,665).

  o A 4th grade student attends two hours a day/5 days a week for 600 (120 x 5) weekly minutes. FTE would be 0.36 (600 ÷ 1,665).

Super FTE – Exceptions to the 1.0 FTE Limitation

- As a general rule, students are limited to 1.0 FTE and 1.0 AAFTE.

- <u>Exceptions</u>:
  - Running Start (RS) – up to a combined 1.4 FTE.
    - The High School cannot exceed 1.0 FTE. RS enrollment can exceed 1.0 FTE.
  - Skill Center (SC) – up to a combined 1.6 FTE.
    - Neither High School nor SC enrollment may exceed 1.0 FTE.

- What about a student enrolled in High School, RS, and Skill Center?
  - When a student's enrollment in both High School and SC exceeds 1.0 FTE, the available RS is limited to 0.40 FTE.
  - When a student's enrollment in both High School and SC is less than 1.0 FTE, the standard 1.4 FTE limitation applies.

	Student A	Student B
High School FTE	1.00 FTE	0.18 FTE
Skill Center FTE	0.54 FTE	0.54 FTE
Total HS/SC FTE	1.54 FTE	0.72 FTE
Available RS FTE	0.40 FTE	0.48 FTE

Headcount

- A count of enrolled students.

- Amount of instructional or service hours is not a factor.

- Each student is 1. No partial numbers.

- Used for:
  - Special education funding (P223H)
  - Transitional Bilingual Instructional Program (TBIP) and Exited TBIP funding (P223)
  - State Budgeting and Caseload Forecast
  - School Construction Assistance Program

- October reporting is critical.

Further Information on P223 Headcount Field

- <u>K-12 HC</u> – report any student:
  - Enrolled in grades K-12 at the school where they are marked "Is Primary"
  - Including students who are enrolled in ALE program
- <u>ALE HC</u> – report any ALE student at the school where they attend ALE.
- <u>TBIP HC</u> – report any student who is:
  - Enrolled in the district on the count day,
  - On the count day, eligible for TBIP services as determined by a placement test, and
  - Received TBIP services on or before the count day.
- <u>Exited TBIP HC</u> – report any student who is:
  - Enrolled in the district on the count day, and
  - Scored either Proficient on the Spring 2021 ELPA 21 test or the Spring 2022 WIDA ACCESS test.

Further Information on P223 Headcount Field

- <u>Total Running Start HC</u> – report all students who are:
  - o Enrolled in Running Start on the count day, and
  - o Claimed as a Running Start FTE.
- <u>Running Start Only HC</u> – report any student who is:
  - o Not attending a high school, and
  - o Attends only Running Start.
  - o No matter how many credits the student is taking.
- <u>Open Doors HC</u> – report all students who are:
  - o Enrolled in an Open Doors program, and
  - o Claimed as an Open Doors FTE.
- To determine the number of students at a district/school:

     Total Headcount for Grades K-12 + Total Running Start Only HC + Total Open Doors HC

Types of Districts

- Resident District:
  - The district where the student lives.
  - For students from a nonhigh district, the high district.
  - For students that "choice" into a nonresident district.
- Serving District:
  - The district that provides instruction or service.
- Home District:
  - District where the student lives regardless of Choice Transfer.
  - Used for ALE enrollment reporting on the SAFS ALE application.

Choice Transfer & Interdistrict Agreements

One of following must be in place in order for a district to claim a nonresident student for state funding:

- Choice Transfer:
  - Student released 100% by resident district.
  - Resident district released financial liability for the student.
  - Serving (Choice) district is responsible for all services.
  - Student is reported on P223/P223H as resident of Choice district.
- Interdistrict Agreement:
  - Where the student's resident district releases some FTE to a nonresident district.
  - Responsibility for student remains with the resident district.
  - Serving district reports their allowable FTE on P223/P223H as a student of their resident district.
  - Basic education $ flow to the serving district.
  - Special education $ flow to the resident district.

Choice Transfer & Interdistrict Agreements *continues*

- No choice transfers are required for students attending:
  - Charter schools
  - Tribal compact schools
  - High district coming from a nonhigh district
  - Skill Center consortium
- Effective dates must be stated – beginning and end dates.
- Recommendation that transfers/agreements span for only one school year.
- Both districts must sign the transfers/agreements before the enrollment can be counted.
- Bulletin No. 035-18 dated April 25, 2018 (*will be updated soon*), provides:
  - Additional guidance on choice transfers and interdistrict agreements.
  - Information on the Standard Choice Transfer System (SCTS) application.
    - Required for all students who choice into a nonresident district's ALE program.
    - Available to be used for all students' choice transfers and interdistrict agreements.

Claiming Special Education Enrollment

- Requirements that must be met on the monthly count day:
  - Enrolled in the school district,
  - Has a current and in effect IEP in place,
  - Evaluation is current, and
  - Received special education services before the count day but within the prior month.
- P223H categories:
  - Age 3–5 – Report eligible students that are not enrolled in grades K–12.
  - Tier 1 K-21 – Report eligible students that are enrolled in grades K–12 and are identified as LRE 01, 14, or 18 (spending at least 80% time in a general ed setting).
  - Other Tier K–21 – Report eligible students enrolled in grades K–12 and with any other LRE (spending less than 80% time in a general ed setting).

Documentation to Support Enrollment

- Refer to Section 10 of 2022–23 Enrollment Handbook for detailed guidance.
- Documentation must be retained for <u>ALL CLAIMED ENROLLMENT</u> including enrollment provided under contract with an outside agency or college.

Revising Enrollment

- <u>During school year</u>:
  - o Districts may make revisions directly in EDS.
  - o Effects to funding will appear on the end of month's apportionment.
  - o Enrollment will be used for Levy Authority and LEA calculation.
- <u>For 2022–23, after Aug 16 through Nov 20</u>:
  - o Districts may revise prior year enrollment in EDS.
  - o Effects to funding will be a prior year adjustment in the next January apportionment.
  - o Enrollment will <u>not</u> be used for Levy Authority and LEA calculation.
- <u>After Nov 20, 2023</u>: Revisions are submitted by paper.
  - o Cover letter with:
    - ▪ Authorizing signature.
    - ▪ State the status of audit for the specific school year.
    - ▪ If in the midst of audit, the auditor must be notified of the revision.
  - o Marked-up 1251 or 1735 report with the changes needed, as well as detailed information on which school's enrollment needs revising.
- <u>After auditor's exit meeting</u>: Districts cannot revise their enrollment.

Quick Review of EDS Applications

- Refer to the User Guide available on Enrollment Instruction page.
  - NEW Enrollment (P223 at the school level)
  - SAFS ALE Reporting
  - K–3 Class Size Reporting
- For Skyward districts, if you "run" your P223 and you don't see the file in EDS, let ESD or me know. FTP processor may need to be woken up.
- "Totaling" issues on your enrollment reports,
  - Rarely but happening more often this year, the NEW Enrollment hiccups when processing a file and the calculating of total is incorrect.
  - Don't worry, we use the actual numbers to process apportionment. But the reports may not accurately show the amount that will be funded.
  - Contact me if this happens to you.

Questions?