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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

October 4, 2021

Action Required

Due date:

Informational

ADDENDUM TO BULLETIN NO. 064-21 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Public Charter Schools
Tribal Compact Schools

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Addendum to the 2021–22 Enrollment Reporting Handbook

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding
360-725-6306, becky.mclean@k12.wa.us

PURPOSE/BACKGROUND

Since the publication of the 2021–22 Enrollment Reporting Handbook on August 26, 2021, the following changes have been made.

- On page 20, additional instruction for claiming skill center courses has changed to the following:

For middle and high schools, FTE is calculated based on each class period's weekly minutes divided by 1,665. Students who arrive late or leave early on a regular basis would have their FTE adjusted to reflect their weekly minutes for the period. For skill center programs, students who arrive late or leave early on a regular basis but attend at least 90% of the daily instruction would not need to have their FTE adjusted or reduced.

- On page 22, the following change has been made regarding skill center passing time:

Passing Time Between High School and Skill Center: For approved skill center classes only, a maximum of 30 minutes of passing time per session can be claimed. For each 50

minutes of instructional time, 10 minutes of passing time is allowed. Breaks within the 50 minutes of instructional time are considered passing time. For students regularly arriving late and departing early and missing more than 10% of the daily skill center instructional time, their passing time is reduced pro rata.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact the appropriate ESD fiscal office or Becky McLean, Supervisor of Enrollment and Categorical Funding, at 360-725-6306 or email at becky.mclean@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletin](#) page of the OSPI website.

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