July 10, 2019 ( ) Action Required

( X ) Informational

BULLETIN NO. 044-19 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents

School District Superintendents

School District Business Managers

Chief School District Administrators of Districts Operating Institutional Education Programs

Institutional Education Program Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Institutional Enrollment Reporting for the 2019–20 School Year

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding

360-725-6306, [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)

**PURPOSE**

This bulletin provides instructions for reporting student enrollment in the following institutional education programs:

* Residential Habilitation Centers
* State Long-Term Juvenile Institutions
* State Operated Community Facilities
* County Juvenile Detention Centers
* Department of Corrections Facilities
* County or City Adult Jails

Enrollment reported on Form E-672 generates state institutional education program funding paid by the Office of Superintendent of Public Instruction (OSPI) to districts or other education providers.

**CHANGES FOR THIS BULLETIN**

This bulletin replaces Bulletin #059-18 dated July 3, 2018, and contains these important updates.

A. Professional Learning Days: For the 2019–20 school year, the state has increased the

number of professional learning days for Certificated Instructional Staff (CIS) to two days. The allocation will be based on two additional days of CIS salary and CIS fringe benefits. The allocation for professional learning must be spent on professional learning as directed by [RCW 28A.150.415](https://app.leg.wa.gov/RCW/default.aspx?cite=28A.150.415).

B. Differentiated Instructional Allocation: The 2019 Operating Budget [ESHB 1109 Section 512(6)] provides $1,066,000 for fiscal year 2020 to:

“…increase the capacity of institutional education programs to differentiate instruction to meet their students’ unique educational needs. Those needs may include but are not limited to one-on-one instruction, enhanced access to counseling for social emotional needs of the student, and services to identify the proper level of instruction at the time of student entry into the facility.”

This allocation will be distributed to residential habilitation centers, long-term juvenile institutions, community facilities, and county juvenile detention centers based on their May 2019 AAFTE.

To receive this differentiated instructional funding, institutional education programs must assure these funds will be spent in alignment with the proviso intent and language. Programs will do so when completing their first monthly Form E-672. A new section to this form has been added where the program will make this assurance.

C. Student Records Support: The 2019 Operating Budget [ESHB 1109 Section 512(7)] provides $100,000 for fiscal year 2020:

“…solely to support one student records coordinator in the Issaquah school district to manage the transmission of academic records with the Echo Glen children’s center.”

**DUE DATES AND ROUTING OF FORM E-672**

Form E-672 is due at OSPI September 18, 2019, and on the tenth calendar day of each month, October through July. If the tenth is a weekend or school holiday, the report is due on the following school day. The provisions of chapter 392‐117 WAC, Timely Reporting, apply to institution enrollment reporting. Failure to report by the due date or on the form required can result in reduction or delay of state apportionment payments to the district or other education provider.

**FORM E-672, MONTHLY REPORT OF INSTITUTIONAL EDUCATION PROGRAM ENROLLMENT**

Form E-672 used to report the institutional education program’s monthly enrollment is attached to this bulletin. Enrollment definitions and instructions for completing Form E-672 are printed on the back of the form. Form E-672, as well as the 2019–20 Enrollment Reporting Handbook that provides additional enrollment reporting instructions are posted [HERE](https://www.k12.wa.us/sites/default/files/public/safs/ins/enr/1920/E-672.docx).

**LIMITATIONS ON ENROLLMENT COUNTS**

Enrollment reported on Form E‐672 is not reported on Forms P‐223 and P‐223H. A district cannot elect to report a full‐time resident student who is confined and receiving all educational services at a state institution on the monthly count day on Forms P‐223 and P-223H. A full‐time student at a state institution must be reported solely on Form E‐672.

Students confined to a state institution on count day that may be receiving educational services at both the state institution and the district may be claimed as a partial full‐time equivalent (FTE) on Forms E‐672 and P‐233, but the combined FTE cannot exceed 1.00. A part‐time confined student cannot be claimed on Form P‐223H.

Day reporting students applies to county juvenile detention center students only and they must meet the standard of “confined” in accordance with [RCW 13.40.020](https://app.leg.wa.gov/RCW/default.aspx?cite=13.40.020), in physical custody of the court, and are on the institution grounds for education pursuits. Students continuing in a day reporting school after previously confined to complete the school term can be claimed on the

district’s Form P‐223 for basic education funding and if applicable on the district’s Form P‐223H for special education funding.

Institutions, districts, or other education providers must work together to ensure enrollment reporting is in compliance with WAC [392-121-107](https://app.leg.wa.gov/WAC/default.aspx?cite=392-121-107) and [392-122-221](https://app.leg.wa.gov/WAC/default.aspx?cite=392-122-221). To ensure students are not reported both for institution education funding, and for basic education and special education funding, state institutions will notify districts when they have claimed a student on their Form E‐672. Districts must revise their Forms P‐223 and P‐223H removing the student’s enrollment. Enrollment reporting on Forms P‐223 and P‐223H should not resume for such a student until the student returns to the district’s school.

**DOCUMENTATION REQUIRED FOR AUDIT**

Supporting documentation of enrollment reported on Form E‐672 must be retained for audit.

**INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact the following:

* Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or email at [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us).
* The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins and Memoranda](http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx) page of the OSPI website.

Jamila B. Thomas

Chief of Staff

T.J. Kelly

Chief Financial Officer

Financial Resources

Michelle Matakas

Director

School Apportionment and Financial Services

CR:bem

Attachment: Form E-672, Monthly Report of Institutional Education Program Start Enrollment

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