August 5, 2019 ( ) Action Required

 ( X ) Informational

BULLETIN NO. 051-19 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents

School District Superintendents

 School District Business Managers

Community and Technical College Presidents

 Community and Technical College Business Officers

 Community and Technical College Running Start Administrators

 Presidents, Central Washington University, Eastern Washington University, Evergreen State College, Northwest Indian College, Spokane Tribal College, and Washington State University

 Business Officers, Central Washington University, Eastern Washington University, Evergreen State College, Northwest Indian College, Spokane Tribal College, and Washington State University

 Running Start Administrators, Central Washington University, Eastern Washington University, Evergreen State College, Northwest Indian College, Spokane Tribal College, and Washington State University

 State Board of Community and Technical Colleges

 Washington Student Achievement Council

 Council of Presidents

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Running Start Enrollment Reporting for the 2019–20 School Year

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding

 360-725-6306, becky.mclean@k12.wa.us

**PURPOSE**

This bulletin provides instructions for reporting high school students’ Running Start enrollment to Washington state colleges eligible to provide a Running Start program (RCW [28A.600.300](http://app.leg.wa.gov/RCW/default.aspx?cite=28A.600.300)) and colleges in Idaho or Oregon participating in the Running Start program through an agreement (RCW [28A.600.385](http://app.leg.wa.gov/RCW/default.aspx?cite=28A.600.385)).

Throughout this bulletin, Local Education Agency (LEA) means a school district, charter school, or tribal compact school.

**CHANGES FOR THIS BULLETIN**

This bulletin replaces Bulletin #060-18 dated July 3, 2018, and provides updates on the Running Start rates for the 2019–20 school year. Nonvocational annual average full-time equivalent (AAFTE) will be funded at $8,503.15 and Vocational AAFTE will be funded at $9,470.11.

**1.20 FULL-TIME EQUIVALENT (FTE) AND AAFTE LIMITATION**

In most cases, students enrolled in both high school and Running Start are limited to be claimed for a combined high school and college enrollment that does not exceed 1.20 FTE or AAFTE. Refer to the annual bulletin regarding Running Start Updates on 1.20 FTE Limitation for more detailed information.

**FORM P-223RS AND ALTERNATIVE REPORT FORMS**

Form P-223RS, Monthly Report of Running Start Enrollment, is attached to this bulletin. Colleges use this form to report Running Start enrollment to LEAs from which students earn high school graduation credit. In turn, LEAs report Running Start enrollment to the Office of Superintendent of Public Instruction (OSPI). Enrollment definitions and instructions for completing Form P-223RS are printed on the back of the form. Additional forms can be found on the [Enrollment Reporting website](https://www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/enrollment-reporting).

Alternative Forms: Colleges may use an alternative form if the information required on Form

P-223RS is included, the form is signed by the authorized college official, and the form is acceptable to the LEA. For LEAs that do not require the student’s grade information, the college is not required to provide this detail.

Form Due Dates: Form P-223RS is due to the LEA on or before the eighth calendar day of each month, October through June. If the actual enrollment is not available by the due date, the college must submit their estimated enrollment numbers by the due date and then submit a revised form when the actual enrollment is known. Colleges submit a completed Form P-223RS to the LEA’s business office. The provisions of chapter [392-117](http://app.leg.wa.gov/WAC/default.aspx?cite=392-117) WAC, Timely Reporting, apply to state funding for Running Start. Failure to report enrollment by the due date can result in a reduction or delay of state apportionment payments to the LEA. This, in turn, may delay payment to the college.

**VERIFICATION OF VOCATIONAL APPROVAL REQUIRED**

Vocational funding is only provided for classes within the vocational program or track at the college that are taught by a certificated vocational instructor. LEAs should verify with the college all classes claimed for vocational funding meet these criteria. For each student’s vocational FTE, a classification of instructional programs (CIP) code is required on Form P-223RS. A listing of CIP codes is available on OSPI’s [Career and Technical Education website](https://www.k12.wa.us/student-success/career-technical-education/cte-resources/cip-codes).

**FUNDING**

The funding provided to LEAs is based upon the Running Start enrollments reported to OSPI. Funding for Running Start students is provided at the rate of $8,503.15 per nonvocational AAFTE and $9,470.11 per vocational AAFTE. LEAs may retain up to seven percent of the funds generated to offset Running Start program-related costs.

**DOCUMENTATION REQUIRED FOR AUDIT**

Enrollment reported for state funding is audited by the Washington State Auditor’s Office. Colleges must retain documentation to support the enrollment reported on Form P-223RS for audit. Audit findings and exceptions can result in recovery of state funding.

**INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact the appropriate ESD fiscal office or Becky McLean, Supervisor of Enrollment and Categorical Funding, regarding fiscal requirements or enrollment reporting at 360-725-6306 or by email at 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 P-223RS, Monthly Report of Running Start Enrollment

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