



## ENROLLMENT REPORTING

G21.00  
Revised  
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### PROCEDURE

#### Introduction

The Monthly Classification Report is a count of students actually enrolled in a specific school on the day of the count which is used to determine the District's apportionment of state funds. RCW28A.41.055 states that "State and County funds that may become due and apportionable to school districts shall be apportioned in such a manner that any apportionment factors used shall utilize data and statistics derived in the school year that such funds are paid: Provided, that the Superintendent of Public Instruction may make necessary administrative provision for the use of estimates, and corresponding adjustments, to the extent necessary." The computer student master file is used as the basis for all enrollment counts except the first count in September and any counts during or immediately following a work stoppage.

#### Identification

For the purposes of this report, students are not to be counted unless they are currently enrolled at the school when the count is made.

#### Procedures

1. WAC 392-121-010 states that student enrollment should be reported on: " ...the second Monday of September (or by the fourth day after commencement of the instructional program in the month of September in the event a district is unable to comply with the second Monday report by reason of an emergency school closure or a strike)...". The days for subsequent counts are determined by the Accounting Office. A schedule of count days with the necessary reporting forms and instructions will be sent to all schools by that office at the beginning of each year.
2. Without exception, the typewritten report for the first count day in September must be received by the respective administrators at the A & S Center as specified in the annual instructions.
3. **Delivery of Completed Monthly Classification Reports**  
Each school will deliver six copies of its completed report to their respective administrators by 3:00 p.m. on the count date. The administrators will keep two copies for their office and deliver the remaining four copies to the Accounting Office by 4:00 p.m.

Adopted:  
Former Code(s): D11.02  
Repealed:

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4. Reporting Procedures for All Schools Except Special Education Agencies, and Alternative Schools.

The total number of students enrolled in each school is to be reported in the following categories: TOTAL ENROLLMENT and ENROLLMENT DETAIL

a. Regular Students

- 1) Regular Secondary Students - are those students assigned to the regular program.
- 2) Regular Elementary Students - will be reported in the following manner: list teacher's name, room number, and number of students. Total by grade as designated on the form. In parentheses, indicate Horizon classroom after the teacher's name. Calculate and list teacher contact time.
- 3) Part-time Secondary/Elementary Students – (excluding Kindergarten) enrolled in regular classes during the regular school day who attend less than 25 hours per week exclusive of noon intermission or less than 20 hours per week for preschool through third grade exclusive of noon intermission, will be counted in the regular student count but must be listed on a separate sheet. This listing will be arranged by grade level giving the student's name and number of hours per week enrolled. This sheet will include the statement "included in regular count" or if there are no part-time students, enter under the Principal's signature on the reporting form "no part-time students."
- 4) Hours Enrolled in Work Experience Program or Prevocational Classes at Community Colleges - are combined with hours enrolled in the regular program, if any, to determine the full or part-time status of a student.
- 5) Re-entry Program Students - attending classes after regular school hours will be reported separately on the form (contact the Accounting Office for instructions).
- 6) Students in Alternative Programs Affiliated with Regular Schools who attend classes during regular school hours will be reported as regular student.

Adopted:  
Former Code(s): D11.02  
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### b. Special Education Students

Special Education are those students receiving any special education services and assigned a handicap code by the Department of Special Education. All questions regarding the identification of these students should be directed to the Special Education Department.

### 5. Special Education Agencies Reporting Procedures

Special forms will be distributed by the Department of Special Education. Agencies will report by listing teacher's name followed by the number of students in each grade level. Head teacher/principal will prepare reports and forward them to the Department of Special Education. Reports will be forwarded to the Accounting Office by the Department of Special Education.

### 6. Alternative Schools Reporting Procedures

Use the form entitled "Special Programs Monthly Classification Record," provided by the Secondary Department. Program managers will prepare reports and send them directly to the Secondary Department. Students will be reported in groups by grade level. List student's name and enrollment time in Full-Time Equivalents (FTE). FTE is the number of hours a student is enrolled, based on 25 hours per week as full time for grades four through twelve and 20 hours per week for grades one through three. For example, if the student is enrolled 25 hours or more per week, he or she would be shown as 1.0 FTE. If the student is enrolled 18 hours per week, the FTE is .72 (18divided by 25).

### 7. Shared-Time Students Reporting Procedures

Shared-time students are those students enrolled in private schools attending classes in District schools. District schools will report these students on a separate list giving the student's name, date of entry, grade level, and subject(s), hours per week enrolled in District school, name of private school, and date of withdrawal if before the end of the school year. These students are not to be included in the enrollment count. This information is to be used for a separate report and must be kept current each month.