

Superintendent Procedure 3127SP

Enrollment Reporting

Approved by: s/José Banda Date: 7/3/12

José Banda, Superintendent



Introduction

The Monthly Report of School District Enrollment Eligible for Basic Support (OSPI form SPI-P223, from here on referred to as P-223) is the number of students enrolled in each specific school on the day of the count used to determine the District's apportionment of state funds, in compliance with RCW28A.150.400.

Student enrollment and attendance records shall be maintained by each school using the District's central student information system. The District's central computer information system is used as the basis for all enrollment counts. The District will comply with all requirements to maintain digital enrollment and attendance information.

Procedures for handling excused and unexcused absences will be defined in Superintendent Procedure 3122SP (Excused and Unexcused Absences).

Identification and Definitions

For purposes of enrollment accounting, a "full-time equivalent student" as defined by WAC 392-121-106 and WAC 392-121-107 are students enrolled in courses of study for at least the minimum hours shown below and reported as 1.00 FTE. Students are not to be counted on the P-223 unless they are currently enrolled and participating in courses of study at the school when the count is made.

For each student (except full-year Kindergarten students) enrolled for less than the minimum hours below, a portion of an FTE will be determined by dividing the hours enrolled by the minimum hours shown here:

Kindergarten (full day):	20 hours or more per week.
Grades 1-3:	20 hours or more per week.
Grades 4-12:	25 hours or more per week.

Each student enrolled in a half-day Kindergarten program will be reported to OSPI as one-half (.50) FTE if the student was enrolled for ten hours per week or more. Each student enrolled in a qualifying state funded full-year full-day Kindergarten program will be reported as 1.00 FTE if the student is enrolled for 20 hours a week.

For reporting purposes, these minimum times are construed as annual average hours. Enrolled hours include class change passing time but exclude meal times. Passing time

is limited to the actual number of passing minutes in the class schedule, or 10 minutes, whichever is less.

Students who meet the above definition of a full time equivalent student will be excluded from enrollment accounting if they meet one of the criteria in WAC 392-121-108.

Alternative Learning Experience (ALE) full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-121-182(4).

Enrollment accounting will be subject to the rules defined each year by OSPI in the Annual Enrollment Bulletin and the Enrollment Accounting Handbook.

Procedure for District Reporting

1. Student enrollment should be reported in accordance with WAC 392-121-019. Information with the necessary reporting forms and instructions will be sent to all schools at the beginning of each year and for each month in which there is an enrollment count. Schools will follow the Monthly Enrollment Process posted on the District website and sent electronically to all schools.
2. The District shall provide the P-223 and any other ancillary monthly enrollment reports to OSPI on the due dates specified in the OSPI Enrollment Reporting Handbook.
3. Procedures for School Reporting
 - a. Each school will complete the required enrollment accounting procedures using the District's central student information system by the end of the business day before the count date as specified in the monthly instructions sent by the District.
 - b. Specific student information that is required for monthly reporting to OSPI is to be maintained in the District's central student information system and kept as up to date and accurate as possible. This includes, but is not limited to, information on each student's grade level, student FTE, enrollment in Alternative Learning Experience (ALE) and/or Running Start programs, Special Education and/or Bilingual Program status and/or Vocational and Skills Center enrollment. These shall be determined in accordance with the guidance posted in the OSPI Enrollment Accounting Handbook.

Approved: July 2012

Revised:

Cross Reference: Policy Nos. 3127; 2255; 3115; 3122SP; RCW 28A.150.400; RCW 28A.150.250