



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

August 9, 2017

(X) Action Required
(X) Informational

BULLETIN NO. 051-17 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 2017–18 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 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 THIS YEAR

There are no changes for the 2017–18 school year.

DUE DATES AND ROUTING OF FORM E-672

Form E-672 is due at OSPI September 18, 2017, 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 2017–18 Enrollment Reporting Handbook that provides additional enrollment reporting instructions are posted on the following School Apportionment and Financial Services (SAFS) website at <http://www.k12.wa.us/safs/INS/ENR/1718/eh.asp>.

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 P223H. 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, 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 that enrollment reporting is in compliance with WAC 392-121-107 and 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

BULLETIN NO. 051-17 SAFS

Page 3

August 9, 2017

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 document of enrollments reported on Form E-672 must be retained for audit.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact 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 OSPI's website at <http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

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Chief of Staff

Lisa Dawn-Fisher, PhD
Chief Financial Officer
Financial Resources

T.J. Kelly
Director
School Apportionment and Financial Services

CR:bem

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

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.