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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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April 16, 2018

( X ) Action Required

( X ) Informational

### BULLETIN NO. 028-18 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School Building Principals  
Public Charter Schools  
Tribal Compact Schools  
Direct Funded Technical Colleges

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Change to the Full-Time Equivalent (FTE) Calculation for the 2018–19 School Year

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding  
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#### PURPOSE

This bulletin provides notice of the upcoming change to the full-time equivalent (FTE) calculation for the purpose of claiming student enrollment for state funding. Beginning with the 2018–19 school year, 1,665 weekly minutes (27 weekly hours and 45 minutes) for all grades will equal 1.00 FTE. Currently, 1.00 FTE equals 1,200 weekly minutes for grades K–3 and 1,500 weekly minutes for grades 4–12.

#### BACKGROUND

RCW 28A.150.260 (13c) requires the Office of Superintendent of Public Instruction (OSPI) to define FTE based on the minimum instructional hours required in RCW 28A.150.220. This requirement has been delayed for two school years (2016–17 and 2017–18) but will be implemented for the 2018–19 school year. WAC 392-121-122 which defines FTE, has been updated to address this change.

Beginning with the September 2018 count, FTE will be based on 1,000 annual instructional hours which equates to 333 daily minutes or 5 daily hours and 33 minutes for all grades (1,000 annual hours ÷ 180 school days). Since FTE is based on the weekly enrolled minutes, 1.0 FTE will be based on 1,665 weekly minutes (333 daily minutes x 5 days). However, schools must

continue to provide the minimum instructional hours required in RCW 28A.150.220.

### **WHAT TYPES OF ENROLLMENT ARE AFFECTED BY THIS CHANGE**

Seat-time Enrollment: FTE for students enrolled in seat-time instruction is based on total weekly enrolled minutes in a classroom and could include allowable passing time and/or recess, but would exclude time for meals:

- For students whose FTE is claimed based on each class period's FTE, school's bell schedules should be reviewed and the FTE for each period recalculated based on 1,665 weekly minutes.

EXAMPLE #1: A high school class meets 4 days a week for 60 minutes, including passing time, and on the last day which starts one hour late, for 45 minutes. The total weekly minutes for the class is 285. The 2018–19 FTE would be 0.17 ( $285 \div 1,665$ ).

- For students whose FTE is claimed based on the percentage of weekly time enrolled in school and not based on their enrolled classes, the student's FTE would need to be recalculated for the 2018–19 school year.

EXAMPLE #2: A first grade home schooled student receives 60 weekly minutes of special education services at the public elementary school. The student's FTE for the 2018–19 school year will be 0.04 ( $60 \div 1,665$ ).

Alternative Learning Experience (ALE) Enrollment: ALE programs will need to increase their student's estimated weekly minutes of learning in the written student learning plans if they plan to claim the same FTE they have done for the 2017–18 school year.

EXAMPLE #3: A student enrolled in an ALE program is currently claimed for a 1.0 FTE. For the 2018–19 school year, the student's written student learning plan must state the student will be expected to spend 1,665 weekly minutes of learning in order for the program to claim the student as a 1.0 FTE.

Open Doors Enrollment: Open Doors programs are required to provide 1,000 annual instructional hours beginning with the 2018–19 school year.

Nonstandard School Year Enrollment: Beginning with summer 2019, a student's summer enrollment will be based on the enrolled summer hours divided by 1,000.

### **WHAT DOES NOT CHANGE**

Running Start Enrollment: Running Start FTE will continue to be based on 15 enrolled college

credits.

Work Based Learning (WBL): FTE claimed for WBL will remain based on 100 hours for instructional WBL and 200 hours for cooperative WBL.

FTE Limitation when Enrolled in Running Start and High School or Skill Center and High School:

- Students enrolled in both Running Start and high school can continue to be claimed monthly up to a combined 1.20 FTE. However, neither the college nor the high school can claim a student for more than a 1.0 FTE.
- Students enrolled in both a Skill Center and high school can continue to be claimed monthly up to a combined 1.60 FTE. However, neither the Skill Center nor the high school can claim a student for more than a 1.0 FTE.

**INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact Becky McLean, Supervisor of Enrollment and Categorical Funding at 360-725-6306 or by 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 OSPI's [Bulletins](#) website.

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