SECTION 8.01 – STUDENT ENROLLMENT
Contact: Budget @ Extension 4154

A. Overview

This section provides information on student enrollment as defined by OSPI, and reporting guidelines for programs offered at Everett Public Schools.

B. What is Enrollment

Briefly, an enrolled student is one who resides within our school district boundary, or has obtained an approved variance, is between the ages of 5 and 21, and has participated in an instructional setting within the past 20 consecutive school days (refer to WAC 392-121-106 for additional detail). School districts' are provided funding by the state based on an enrolled students' reported FTE (Full Time Equivalency) from September through June. Therefore, enrollment counts must be accurate and calculated according to the rules established by OSPI. The Washington State Auditor's Office may audit enrollment during their annual audit of each school district.

Enrollment is not the same as attendance, in that a student does not need to be present on count day to be included in the enrollment count. A student is eligible to be counted if they have participated on a school day during the first four days of school (for the September count) or, for the October through June count, on a school day during the previous 20 days. Students who have been absent *for any reason (including excused absences)*, for 21 or more consecutive school days on any-given count day, cannot be included in the enrollment count for that month (refer to WAC 392-121-108 for additional exclusions that are not as common).

C. When to Report

Enrollment for kindergarten through 12th grade is reported on the fourth school day in September (even if school begins in August), and on the first school day of October through June.

D. What to Report (Headcount and FTE)

Student enrollment is reported by headcount and FTE; *count each eligible student as a 1 headcount **only** if you are reporting an FTE*. Most commonly, students for whom you would not report an FTE (or headcount) attend running start only classes at a community college, attend a skill center only, or a student who attends only for services such as physical, occupational or speech therapy (see section P for additional information on these students). The maximum FTE that can be reported for any student is 1.0, regardless of the number of classes he or she takes. However, students who attend running start classes at a community college or attend a Skills Center, can exceed this FTE as outlined in sections L and R below.

E. Shared Students (in district)

A student may attend more than one school or program within the district; these students are referred to as 'shared students'. Shared students can only be registered at one school (typically the school where they spend the majority of their time), and that

school is responsible for reporting ALL these student's time/classes in the district, in their monthly enrollment count. The state allows multiple districts to share enrollment reporting for students, however it has been our practice to not share regular education enrollment with another district due to the additional tracking required. Students may receive special services through another district, this enrollment reporting is done in our special services department.

F.   How to Calculate a Student FTE

The following rules apply to schools offering a 'traditional' educational program. Sequoia High School, Port Gardner School, and Online High School offer alternative educational programs, and their FTE calculations differ from what is outlined below.

- Grades K through 3
  - o Report an FTE of 1.0 if the student is scheduled to attend the full academic day, or a minimum of 20 hours per week.
  - o If the student is scheduled to attend less than 20 hours per week, calculate the FTE by dividing the number of hours per week they are scheduled by 20. So a student scheduled to attend 18 hours per week, the calculation is 18 / 20 = .90 FTE.
    - ▪ If using minutes, divide the number of minutes the student is scheduled to attend per week by 1,200 to calculate the FTE.

- Grades 4 & 5
  - o Report an FTE of 1.0 if the student is scheduled to attend the full academic day, or a minimum of 25 hours per week.
  - o If the student is scheduled to attend less than 25 hours per week, calculate the FTE by dividing the number of hours per week they are scheduled by 25. So a student scheduled to attend 20 hours per week, the calculation is 20 / 25 = .80 FTE.
    - ▪ If using minutes, divide the number of minutes the student is scheduled to attend per week by 1,500 to calculate the FTE.

- Middle School
  - o Report an FTE of 1.0 if the student is scheduled to attend a minimum of 6 periods each day.
  - o If the student is scheduled to attend 5 or less periods per day, then multiply the number of periods by .17; a student who is scheduled to attend 5 periods per day would be a .85 FTE.

- Comprehensive High School
  - o Report an FTE of 1.0 if the student is scheduled to attend a minimum of 5 periods each day (this can include zero periods).
  - o If the student is scheduled to attend 4 or less periods per day, then multiply the number of periods by .20; a student who is scheduled to attend 3 periods per day would be a .60 FTE.

Occasionally you may have a middle or high school student whose schedule is not based on periods but either a specified time per day, or is scheduled differently on one or more day per week. Please contact the enrollment contact person in the budget office and they will assist you in calculating this student FTE.

G.   **September Enrollment Reporting**

Student headcount and FTE is reported to OSPI using the count as of the 4th student day. In addition, we ask our schools to provide the headcount only for the remaining 7 days of the first 8 days of school in September so we can evaluate staffing needs and monitor class sizes. The September enrollment reporting is done in an Excel workbook, created each year by the budget office. We use Excel for September reporting only to more accurately manage student counts due to the volume of changes that occur within the first few days of school. This spreadsheet is created in each school's shared drive, in the "Office" folder, then the "enrollment" folder. This folder will contain the current year folder in addition to previous years' folders. In this folder there will be two workbooks, one titled "8-day counts" and one titled "4th-day count". **These folders and workbooks should not be moved or re-named, as these are linked to a master workbook managed by the budget office.**

- 8-day counts – enter the student headcount in this spreadsheet the first 8 days of school (see section H below for details).
    - ✓ You do not need to send this to the budget office, the budget office has direct access to this report.
    - ✓ The budget office does not require principal signatures on this report, however, your principal may ask you for copies daily.

- 4th-day count – on the fourth school day, enter the headcount as instructed in your 8-day count spreadsheet; this data is linked to the headcount fields in the 4th-day count sheet. Then calculate (see section on how to calculate an FTE) and enter your student FTE in the FTE column.
    - ✓ Once you have entered the FTE numbers (verify the headcount has populated), print this form, have your principal sign and then send the original signature form to the budget office (keep a copy for your files).
    - ✓ **Corrections to either the headcount or FTE data entered in this spreadsheet should not be made after 1:00.** If you need to make a correction, make a manual correction on the hard copy form and have your principal re-sign. Send the new original to the budget office, and an email notifying us of your correction (or phone call).

- Once a student has attended, they can be counted for the remainder of the 8 days regardless of attendance, unless they have withdrawn.

- ***All data should be entered by 1:00 each day, unless other arrangements have been made with the budget office.***

H.   8-Day Headcount

Elementary

Schools are asked to report the daily headcount by classroom, by grade in an Excel worksheet updated annually by the budget office. Office managers will be asked to provide a list of teacher names and grade level assignments to the budget office each August so this information can be loaded into the spreadsheet. Once teachers have been added, the budget office will notify office managers to review their school's data and communicate any needed changes or corrections.

On the first day of school, each school will run a Cognos 'September (8-day Enrollment Verification)' report. This report found in eSchools by selecting the Cognos Reporting menu item. From the Public Folders, select 'eSchool Application Reports' folder, then the 'FTE' folder to find this report. This report lists all students registered by teacher name (see Attachment A for an example of this report).

- On the first day, the teacher should put a check mark by those student names who are not in attendance. Students attending who are not on the list, should be written at the bottom.
- Once the form has been returned to the office, total the number of students in attendance and input this count in the '8-day counts' workbook, by teacher and student grade level.
- The student list is then returned to the teacher for the next day.

WaKids

If you have kindergarten teachers participating in the WaKids program, the students assigned to these classrooms will not attend school in the traditional sense the first three days of school, but will attend a Family Connection conference one of the first three days of school, with all students attending the 4th day. Below are the instructions of how to count these students the first 4 days (days 5-8 are the same as all your other students).

Day 1
- Report the number of students you have <u>scheduled</u> for Family Connection conferences all three days.

Day 2
- Report the same number of students you did on day one, and:
- exclude those who were a no-show for their appointment on day 1, unless they rescheduled for day 2 or 3.
- add new registrations since the day 1 count that have scheduled an appointment for day 2 or 3.

Day 3
- Report the same number of students you did on day two, and:
- exclude those who were a no-show for their appointment on day 2, unless they rescheduled for day 3.
- add new registrations since the day 2 count that have scheduled an appointment for today.

Day 4
- Report all students in attendance this day AND those who are not in attendance but attended their parent/teacher conference on day 1, 2 or 3.

Middle and High Schools
Secondary schools are asked to report the daily headcount only by grade by entering this data in the '8-day counts' Excel workbook. Your headcount is determined as follows:

Day 1
- Run a Cognos 'FTE Student List' and save as an Excel file
- Sort your data by grade.
- insert rows between grades to add totals by grade and provide space to add student names for students who enroll after the first run of the report.
- This will be the master spreadsheet you will use for reporting student headcount for days 1-3 and verification of headcount data in eSchools on day 4.
- Run a Cognos 'Class List' for the period you want to count (this report should be run at the same time as the Student List report so that the student data match).
- Have teachers check off students who were **NOT** attending their class on the class list. Teachers submit this report signed at the top.
- As your list come in, look for students not seen and change the "1" to "0" for all columns on the spreadsheet. Save the class lists.
- Add new students as needed to the spreadsheet and make a note of "new" in the Notes column.
- Add a note of "withdrawn" in the Notes Column for students who have withdrawn.
- At the end of the day, copy your updated master spreadsheet, to create a "no show list".
  - ✓ Keep only students who have a 'zero' in the Day 1 column and all newly enrolled students.

Day 2
- Send the list of no show students to your teachers. Ask them to return with a mark next to the student's name if the student **WAS** in class during the day. Sign if hard copy or e-mail will have teacher name on document. Save these notes.
- Verify that all teachers have returned the no show report regardless of if they have students to report or not.

- For students who were reported as seen, on your master FTE Student List, change the Day 2, 3 and 4 from "0" to "1".
- Add any new students and make a note of "new" in the Notes column
- Add a note of "withdrawn" in the Notes Column for students who have withdrawn
- At the end of the day, copy your updated master spreadsheet, to create an updated "no show list"
  - ✓ Keep only students who have a 'zero' in the Day 2 column and all newly enrolled students.

Day 3
- Send the list of no show students to your teachers. Ask them to return with a mark next to the student's name if the student **WAS** in class during the day. Sign if hard copy or e-mail will have teacher name on document. Save these notes.
- Verify that all teachers have returned the no show report regardless of if they have students to report or not.
- For students who were reported as seen, on your master FTE Student List, change the Day 3 and 4
- from "0" to "1".
- Add any new students and make a note of "new" in the Notes column
- Add a note of "withdrawn" in the Notes Column for students who have withdrawn
- At the end of the day, copy your updated master spreadsheet, to create an updated "no show list".
  - ✓ Keep only students who have a 'zero' in the Day 3 column and all newly enrolled students.

Day 4 (State reporting count day)
- Submit the list of no show students to your teachers. Ask them to return with a mark next to the student's name if the student **WAS** in class during the day. Sign if hard copy or e-mail will have teacher name on document. Save these notes.
- Verify that all teachers have returned the no show report regardless of if they have students to report or not.
- For students who were reported as seen, on your master FTE Student List, change the Day 4 from "0" to "1".
- Add any new students and make a note of "new" in the Notes column
- Add a note of "withdrawn" in the Notes Column for students who have withdrawn
- At the end of the day, copy your updated master spreadsheet, to create an updated "no show list".
  - ✓ Keep only students who have a 'zero' in the Day 4 column and all newly enrolled students.
- All students who have not yet attended should be withdrawn from eSchools.
- Calculate the student FTE and enter these totals by grade in the "4th day count" spreadsheet.

Day 5 through 8
- All students should be managed directed in eSchools by day 5, so to obtain the headcount data for day 5 through 8, you should be able to run a widget report in eSchools to obtain your counts by grade level for each of these days.

I.   October through June Reporting

Enrollment reporting for October through June is done on the first <u>student day</u> of the month. This reporting is done through the student system, currently eSchoolPlus. This is a three step process:

Step One – reset all active students to their maximum possible FTE
For grades 1-12, the maximum FTE is 1.0. For kindergarten the maximum FTE is 1.0 if your school is a state funded full day kindergarten (FDK) and 0.5 FTE for all other kindergarten programs including tuition FDK and district sponsored FDK. This is done in the eSchoolPlus menu path:

State Center – Washington – Utilities – FTE Override/Maximum Utility

Step Two – adjust individual student FTE
Adjust the FTE on individual students who do not attend school full time (see section F for guidance on calculating a partial student FTE). This is done in the eSchoolPlus menu path:

Student Center – Search – Demographic – WA FTE Override/Maximum

Step Three – run/print reports
These are COGNOS reports, and can be found in eSchoolPlus menu path:

Cognos Reporting – eSchool Application Reports – FTE – Monthly FTE Report (Elementary, Secondary or SHS & Port Gardner as appropriate)

This one report will generate:
- Monthly School Enrollment Report (see attachment B)
- FTE Student Detail
- Class List
- Student Schedule List (middle and high schools)

At a minimum, **print** the Monthly School Enrollment Report and the FTE student Detail report. These reports are your official enrollment reports for the month, and must be made available if requested during an annual state audit. It is also recommended you save a PDF version of these reports in your office folder.

Scan a copy of the Monthly School Enrollment Report to the budget office no later than 2:00 on count day (this does not need to have your principal's signature) to verify enrollment has been run for that day. If you need additional time, please contact the budget office. Have your principal sign and date where indicated, send the original signed form to the budget office and keep a copy for your files.

J.   Revisions/Corrections to Monthly Reporting

Once you have sent your monthly report to the budget office (includes the scanned copy), any changes, corrections or updates must be done manually on the initial report in the 'revision' sections. *Do not re-run your reports unless you have been instructed to by the budget office*. Once you have entered the revision, your principal will need to sign and date on the revision signature line provided. Send the original signed form to the budget office and keep a copy for your files. Changes and corrections to enrollment can be made any time during the school year and as often as needed. Be sure to correct the FTE also if you are correcting the headcount, the headcount may not change if you are only adjusting the FTE for a part time student. Please also enter the revised totals. For auditing purposes, keep all documentation regarding any changes; this information should contain enough detail for you (or someone in your place) to explain the correction during an audit.

K.   Retention of Enrollment Records

The state provides guidance to school districts regarding the length of time districts must retain records before they can be destroyed. See Section 1.06 of the Business Information Manual for instructions on the destruction process. Currently, the state requires enrollment records to be retained for 4 years after submission. See attachment D for the guidance and the DAN (Disposition Authority Number) you will need to reference on your records destruction report.

L.   Running Start

Beginning in the 2011-12 school year, students participating in Running Start programs can only be funded up to a combined maximum monthly enrollment of 1.20 FTE (see exception below for January enrollment) including school district and college enrollment, with neither entity claiming more than a 1.0 FTE. Because of this FTE limitation, close coordination between the high school and community college is essential. OSPI has developed a Running Start Enrollment Verification Form (RSEVF) that must be completed by the student and high school counselor for each college term. If a student wishes to enroll in college classes that will exceed the 1.20 FTE limitation, the student and parent must agree to the payment of tuition based on the college tuition schedule.

Due to the overlapping of college winter quarter and high school semesters, a student can be claimed for more than a combined 1.20 FTE for January only, but may have their available spring quarter Running Start FTE reduced. This can occur if a student plans to reduce their high school FTE for second semester (reduction not reported until February), and increase their college FTE for the winter quarter (increase reported in January). If the combined January enrollment exceeds the 1.20 FTE limitation, a Spring Quarter Eligibility Adjustment Form (SQEAF) must be completed by the high

school and included with the spring quarter RSEVF. The SQEAF will determine the maximum tuition free credits a student can take and the maximum FTE the college can claim for spring quarter. Both the RSEVF and SQEAF are distributed by OSPI annually.

Students enrolled in both high school and skills center can be claimed for a maximum combined 1.60 FTE. When a student is enrolled in both high school and skills center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a .20 FTE. When a student is enrolled in both high school and skills center and taking less than a combined 1.0 FTE, the standard 1.20 FTE limitation applies.

Please refer to the Clarifying Guidance from OSPI for additional information of the guidelines listed above and both the RSEVF and SQEAF forms and detailed instructions on completing each form. ***Please be aware that all documentation from the state provides a high school FTE calculation formula, however please do not use this calculation, but following the above instructions for calculating a comprehensive high school FTE (each instructional class is counted as a .20 FTE (including zero period) up to a maximum of a 1.0 FTE).*** This FTE includes all qualifying passing time we are allowed to include as part of a student's 'enrolled' weekly minutes. The tables below can be used as a quick reference of the maximum tuition free college credits a student is allowed based on their high school FTE:

Comprehensive High School FTE	Max Tuition Free CC Credits
.20	15
.40	12
.60	10
.80	6
1.00	3

Sequoia High School FTE*	Max Tuition Free CC Credits
.33	13
.67	8
1.0	3

Please note: The student FTE for Sequoia High School and Port Gardner School should be verified with the office manager or registrar before calculating the maximum tuition free CC credits. The per period FTE at these schools is not necessarily the same for each class.

M. **Career and Technical Education (CTE)**
Enhanced funding is provided for students enrolled in a state-approved vocational course. All CTE classes are reported by the middle or high school as any other regular education class. The district's CTE office will provide the budget office with the monthly CTE student FTE by multiplying the number of eligible enrolled students on the monthly count day by .17 for middle school and .20 for high school. High school and middle school enrollment must be reported separately.

N. **Work Based Learning**
Under certain circumstances, students can earn high school credit for their employment and/or volunteer hours. These work hours can be reported for funding but are limited to those that occur after a student learning plan has been completed, the district has an agreement with the workplace, and the student has received a program and workplace

orientation. WAC 392-410-315 defines the two categories of work based learning (WBL), as cooperative and instructional. The FTE for each type of WBL is performed differently, but both are calculated from documented hours as follows:

- Cooperative (referred to as WBL by the CTE department, or paid employment)
    - Documented hours are divided by 200 to determine the student FTE that may be claimed for funding each month.
    - A maximum of 360 work hours can be claimed for each credit earned.
- Instructional (referred to as Volunteer by the CTE department, or non-paid work hours
    - Documented hours are divided by 100 to determine the student FTE that may be claimed for funding each month/
    - A maximum of 180 work hours can be claimed for each credit earned.

WBL hours for FTE purposes will be compiled via an Excel spreadsheet, so that the monthly FTE can be calculated. The budget office will maintain these annual tracking spreadsheets and distribute to the CTE office before the start of school each year for distribution to the WBL instructors. The instructor at each high school will verify student work hours and enter them into the spreadsheet by the month in which the hours were worked. The FTE will automatically calculate once the hours are entered. Before the WBL instructors leave for the summer, they will submit their final spreadsheet to the CTE office who will forward copies electronically to the budget office to complete an annual WBL FTE reconciliation.

Because the FTE is calculated from actual hours worked, the FTE is not known until the end of each enrollment month. **However, OSPI allows districts to claim an estimated FTE on count day provided that an annual reconciliation and enrollment revision occurs.** The budget office will determine the estimated FTE that will be claimed each month for the following year based on the results of the annual reconciliation. This FTE will be reported on the monthly STEM-CTE enrollment form.

Student work hours for July and August can be entered into the spreadsheet, but FTE will not be calculated and should not be reported. FTE can only be reported for July and August if the student's average September through June FTE (includes ALL classes) did not exceed 1.0. Due to the tracking and time this would require, the district has chosen not to pursue FTE reporting for hours worked in July and August.

High School data secretaries **should NOT** count the WBL placeholder classes. At the end of each year, as the budget office reconciles the CTE WBL FTE, they will also determine if FTE should be added to the high school for students who were reported for less than a 1.0 FTE.

O.   Special Education Services

Enhanced funding is provided for students with a disability who have an approved IEP (Independent Educational Plan). Special Education students who receive educational instruction should be calculated and reported by all schools in the same way as non-special ed students. The district's Special Education office will report all qualifying students with disability to OSPI for additional funding.

P.   Services Only Students

The district offers non-educational services (most commonly speech, occupational and/or physical therapy) to qualifying children who live within our district boundary, whether they attend one of our schools or not. Those students who do not attend a district school are most commonly independently home schooled or attend a private school. Students who come to a district school for non-educational services only (commonly referred to as 'services only' students), are registered at the school, but we have chosen not to claim the small amount of FTE allowed due to the labor intensive process this requires. Since these students are active in eSchools, they will be reflected on your monthly audit summary report, after you run your mass update to set all active student's FTE to 1.0. You will need to zero out their FTE through the FTE override process.

Q.   Home Hospital Students

Home Hospital is a program defined by OSPI to accommodate students with a physical or mental illness that will require them to be absent from school (as deemed by a qualified medical practitioner) for a minimum of 4 weeks, for which school districts maintain responsibility to provide services based on the student's needs and district policy. *However, students who have entered a HH program, are not necessarily eligible to be counted in the monthly enrollment count.*

- if on enrollment count day, the student is in the HH program, and they were counted on the previous count day as a non HH student, the student can be counted for an additional two count days (two months) <u>if it is expected the student will return to school prior to the end of the school year.</u>
    - o If the student is not expected to return to school prior to the end of the school year, do not include them in your count.
    - o If the student was expected to return to school prior to the end of the school year, but did not <u>for whatever reason</u>, they will need to be removed from the count for the month(s) they were counted while designated as HH.

R.   Skills Center

Students enrolled in classes at both a high school and skills center can be claimed for a maximum total FTE of 1.60 (neither entity can claim more than a 1.0 FTE). The skills center and high school must work collaboratively to ensure this maximum FTE is not exceeded. There are no forms required, but documentation should be maintained at the high school regarding the FTE the skills center will claim for auditing purposes.

S.   Skills Center & Running Start

Students enrolled in classes at both a high school, skills center, and running start at a community college, if their combined high school and skills center FTE exceeds 1.0 (max of 1.6), they are eligible for a .20 FTE of tuition free running start FTE (3 credits). If their combined high school and skills center FTE is less than a 1.0 FTE, they are eligible for tuition free running start FTE up to the 1.2 combined maximum of high school, skills center and running start.