



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

Old Capitol Building | PO BOX 47200 | Olympia WA 98504-7200

**New Skill Center Campus Request Form**  
**Phase 1: Intent Notification, Feasibility Study, and Preliminary Process Approval**  
**Core | Branch | Satellite**

Please send the form after completion of each phase electronically to [cte@k12.wa.us](mailto:cte@k12.wa.us) and  
Samantha L. Sanders, Director of CTE at [samantha.sanders@k12.wa.us](mailto:samantha.sanders@k12.wa.us)

**Form and Requirements Overview**

This form is designed to guide designated host districts through each phase of obtaining approval for a new skill center core, branch, or satellite campus. To have a new skill center core or branch campus approved by the Office of Superintendent of Public Instruction (OSPI), a feasibility study must be completed as well as an interdistrict cooperative agreement. New satellite programs have a separate set of requirements (see [WAC 392-600-080](#)). The application to establish a new branch campus or satellite campus, must be initiated by the Host District.

Two parts to requesting the creation of a new skill center core or branch campus:

- A. Request for funding (if available, see page 2)
- B. Review and approval phases
  - 1. Phase 1: Intent notification, feasibility study, and preliminary process approval (see page 2)
  - 2. Phase 2: Interdistrict cooperative agreement and final approval (see page 3)

New satellite programs must address the review and approval requirements identified on page 4.

**Phase 1: Intent Notification, Feasibility Study, and Preliminary Process Approval**

**Applicant Contact:**

Host District: Click or tap here to enter text.

Contact Name Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

**Indicate the type of campus for which approval is being requested:**

☐ Skill Center Core Campus

A facility housing a majority of the skill center students enrolled. It is operated by the skill center ([WAC 392-600-010](#)).

☐ Skill Center Branch Campus

A common school or higher education facility which provides three or more programs at a location other than the skill center core campus ([WAC 392-600-100](#)).

☐ Skill Center Satellite Campus

A facility or site which provides less than three programs at a location other than the skill center core campus ([WAC 392-600-110](#)).

☐ Campus will qualify as a Rural Satellite Skill Center ([RCW 28A.245.020](#))

**Feasibility Study Procedures:**

The Skill Center Core Campus host district will be the primary contact for OSPI and will be responsible for disseminating information to member districts regarding the feasibility study. In the case of branch campuses, the existing skill center host district and administrative council shall be the applicant or co-applicant of the feasibility study.

Funded Formal Feasibility Study: Expected to be a significant process which includes multiple surveys, public forums, several stakeholder meetings, and site visits to existing skill centers. A host district undertaking a Funded Formal Feasibility Study will seek state funding from the legislature. If funding is provided, the host district could begin receiving funding for the Feasibility study as early as July of the year after the funding request was made.

**Waiver:** A host district can seek a waiver from a Funded Formal Feasibility Study, which allows the host district to perform an expedited study that addresses the elements of a Feasibility study (as identified below) without having to undertake the significant process (e.g., multiple surveys, public forums, etc.) of a Funded Formal Feasibility Study. Where a waiver is being requested, a feasibility study (see Phase 1 below) must also be included, since OSPI approval for a waiver depends on the ability of the expedited feasibility study to address the required elements.

**Indicate the initial request of the host district:**

☐ **Funded Formal Feasibility Study:** Requests for funding must be received by OSPI no later than May 1 in order to be included for the next legislative session. OSPI will provide the host district with a grant notification letter where a feasibility study has been funded by the legislature.

- A joint resolution between two or more school district and signed by the respective superintendents, designating the host district must be included with this request.

☐ **Waiver from a Feasibility Study funded by the Legislature:** A feasibility study, or equivalent documentation, must be completed addressing the elements of a feasibility study identified below.

A completed feasibility study must be included by the host district with this phase of the application to OSPI within one year from the grant notification letter (see [WAC 392-600-080](#)). A district seeking a waiver must submit their feasibility study, or equivalent documentation, with their waiver request. OSPI will conduct a review of the draft feasibility study based on the minimum elements and provide a response to the lead school district in writing.

**Feasibility Study Required Elements**

The minimum elements of a Core or Branch Campus Feasibility Study will include the following:

- List school districts, businesses and local community members that participated in the feasibility study. Include a regional map with illustrated boundaries of the school districts within the proposed service area.
- Provide a facility needs assessment with proposed campus site(s), and list and describe any existing facilities that may be used. Indicate whether a capital budget request (with a project description) will be needed for the skill center to operate initially.
- Indicate the proposed administrative structure for governing the branch or core campus.
- Provide a regional market assessment of the job market with demographics of the county or counties the skill center campus will serve, member school districts, and the hiring needs of major area industries/employers.
- Projected enrollment from each of the participating school districts, along with an explanation of how the projected enrollment was derived.
- Describe expected programs to be offered at the skill center core or branch campus with the prospective Full Time Equivalent student count for each program.
- Provide an executive summary with a final conclusion which is supported by the elements of the study.
- Draft a resolution approving of the feasibility study and have it be signed by the school boards of the school districts participating in the study. This resolution should include an estimate of annual operating costs.

**Core Campuses must also provide the following additional information:**

- ☐ Plan to meet minimum enrollment requirements, of one hundred fifty full-time equivalent students in a minimum of three different programs within three years ([WAC 392-600-050](#)).
- ☐ Policies and procedures ensuring cooperation and avoidance of unnecessary duplication of programs within the skill center member districts ([WAC 392-600-090](#)).

**For OSPI Internal Purposes Only**

☐ Approved ☐ Needs More Work ☐ Denied Date Received: \_\_/\_\_/\_\_ text.  
 \_\_\_\_ CTE \_\_\_\_ SF&O \_\_\_\_ Fiscal \_\_\_\_ Enrollment \_\_\_\_ CEDARS/Data  
 Notes/Grounds for Denial: Click or tap here to enter text.



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**New Skill Center Campus Request Form**  
**Phase 2 Interdistrict Cooperative Agreement and Final Approval**  
**Core | Branch | Satellite**

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Samantha L. Sanders, Director of CTE at [samantha.sanders@k12.wa.us](mailto:samantha.sanders@k12.wa.us)

**Applicant Contact:**

Host District: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

**Phase 2: Interdistrict Cooperative Agreement**

An Interdistrict Cooperative Agreement must be included by the host district with this phase of the application to OSPI, within two school years after submitting the feasibility study. An Interdistrict Cooperative Agreement as set forth in [WAC 392-600-020](#) must address the following:

- ☐ The administration of the school facility and of the program or services to be offered.
- ☐ The estimated number of students to be served from each district.
- ☐ The estimated amount of any operating costs of the programs that are not funded from state or federal sources, and the method of sharing the unfunded costs.
- ☐ Financial terms by which each participating district will share in the cost of construction or modernization and operation of school facilities to comply with [WAC 392-347-023](#)
- ☐ Terms by which the skill center may be dissolved in accordance with the provisions for dissolution of skill centers as outlined in [WAC 392-600-120](#).
- ☐ Duration of the interdistrict cooperative agreement:
  - a. The initial interdistrict cooperative agreement must be a minimum of ten years.
  - b. The minimum period of operation prior to dissolution consideration must be in accordance with the provisions for dissolution of skill centers as outlined in [WAC 392-600-120](#).
  - c. The renewal or amendments to agreements shall be submitted for approval of the OSPI Career and Technical Education Department.
- ☐ Ownership of all capital equipment and skill center facilities.
- ☐ Distribution of assets and liabilities or the payments to be made to the participating districts.
- ☐ Relationship and governance structure of branch campuses, if applicable.
- ☐ Responsibilities for services to be provided by participating school districts directly to the skill center. These shall include, but are not limited to:
  - a. Transportation.
  - b. Special education.
  - c. Other non-core skill center needs of the student.
- ☐ Programs eligible for consideration and approval by OSPI shall be:
  - a. Voluntary student enrollment.
  - b. Tuition-free.
  - c. Necessary for the express purpose of:
    - i. Providing educational programs not otherwise available;
    - ii. Avoiding unnecessary duplications of specialized or unusually expensive programs and facilities.

*Note: An existing Interdistrict Cooperative Agreement, which covers an existing skill center core campus may be used for a new branch campus where 1) the existing Interdistrict Cooperative Agreement explicitly addresses branch campuses, 2) the new branch campus does not expand the skill center service area to new school districts, and 3) there is no current intent to develop the branch campus into a core campus in the future. An Interdistrict Cooperative Agreement between the core host district and the new branch host district must still be developed referencing provisions in the existing Interdistrict Cooperative Agreement that address the specific requirements of [WAC 392-600-020](#).*

### Satellite Program Review and Approval Requirements

- ☐ Request for satellite program submitted to the OSPI Director of Career and Technical Education ([WAC 392-600-110](#)). The request addresses which schools and districts would be sending students to the satellite, projected enrollment from each school, responsibilities of district and core skill center, and description of facilities that may be used. The request must identify if the applicant believes the new satellite will be established as a rural satellite skill center.
- ☐ Provide written approval from district Career and Technical Education Director and Superintendent if satellite is to be located at a comprehensive high school ([WAC 392-600-020](#)).
- ☐ Provide written approval from the Skill Center Director and the Administrative Council.

**Note:** Request for satellite programs must be submitted by the Skill Center Core Campus Director. Satellite programs may only be hosted by a Skill Center Core Campus

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☐ Approved ☐ Needs More Work ☐ Denied

Date Received: \_\_/\_\_/\_\_ text.

\_\_\_\_ CTE \_\_\_\_ SF&O \_\_\_\_ Fiscal \_\_\_\_ Enrollment \_\_\_\_ CEDARS/Data

**Notes/Grounds for Denial:** Click or tap here to enter text.