



**MONTHLY REPORT OF OPEN DOORS (OD)  
PROGRAM ELIGIBLE ENROLLMENT**

(See reverse side for instructions)

REPORTING LOCAL EDUCATION AGENCY (LEA) COLLEGE NAME	COUNTY NAME	LEA NO.	ESD NO.	REPORT MONTH
OD PROGRAM NAME	RESIDENT DISTRICT			YEAR <b>2021-22</b>

**OD PROGRAM ELIGIBLE ENROLLMENT**

Do not include this enrollment in the K-12 Portion of Form P-223. OD enrollment is reported by the OD program on Form P-223-1418 and included on the reporting LEA's Form P-223 in the OD fields only.

	OD Headcount	OD Full-Time Equivalent (FTE)	
	Total (Nonvocational and Vocational)	Nonvocational <sup>1</sup>	Vocational <sup>2</sup>
Ninth Grade			
Tenth Grade			
Eleventh Grade			
Twelfth Grade			
<b>Totals</b>			

**OD ENROLLED STUDENTS**

Student Name <sup>1</sup>	Nonvocational FTE <sup>2</sup>	Vocational FTE <sup>2,3</sup>	CIP Code <sup>2</sup>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
<b>Totals</b>			

1. Do not count include student who has no FTE.

2. Calculate FTE for college level classes, divide enrolled credits by 15. For below 100 level classes in programs offering 1,000 total annual hours of instruction, each eligible student is 1.0 FTE.

3. Report vocational enrollment only for college level courses in a state-approved vocational program taught by a vocationally certified instructor. Include the CIP code for eligible courses.

**CERTIFICATION**

I hereby certify that all students reflected in this report are properly enrolled students of an approved OD program, that conversions to FTEs are in accordance with instructions, and that student records and other pertinent documents are readily available for audit.

**Acknowledged:**

Original Signature of OD Program Authorized Official

Date

Original Signature of Reporting LEA Authorized Official

Date

# INSTRUCTIONS FOR COMPLETING FORM SPI P-223-1418

## GENERAL INSTRUCTIONS

### PURPOSE

September through August annual average full-time equivalent (AAFTE) enrollment reported on Form P-223-1418 is used to calculate state basic education funding for approved Open Doors (OD) programs. The generated funding is directed to the reporting LEA and appears on Report 1191.

Enrollment received by the published August reporting deadline will be included in August apportionment calculations. Enrollment received after the August deadline will be included as a prior year adjustment in the January 2022 apportionment.

### Count Dates

Count day is the fourth school day of September and the first school day for October through August. (Reference WAC 392-121-033 and 392-121-119.) Report enrolled students that have participated on or before the count day.

### Due Dates and Routing of Form P-223-1418

Form P-223-1418 is due to the reporting LEA on September 18 and the eighth calendar day of the months October through August. The reporting LEA will include the OD program's enrollment on their monthly Forms P-223. Note that July and August enrollment is reported on the July and August Forms P-223 and is not included on Form P-223S.

Late reporting can result in delay or withholding of state apportionment payments as provided in chapter 392-117 WAC, Timely Reporting.

### Eligible OD Student

An eligible OD student is one who:

1. Is between the age of 16 and 20 as of September 1, 2020,
2. Has not met the high school graduation requirements of the reporting LEA or has not earned a college degree,
3. Is not currently enrolled in any high school classes that receive state basic education funding, excluding special education services, Jobs for Washington's Graduates program, approved skill center program, or running start program,
4. Is a resident of the reporting district or has a completed choice transfer or interdistrict agreement in place to attend the reporting district as a nonresident student. For direct-funded technical college programs, there is an interlocal agreement in place with the student's resident district, and
5. Is significantly behind in credits as outlined in WAC 392-700-035(1)(c), or if found not to be credit deficient, has been recommended to enroll by a case manager from the department of social and health services, the juvenile justice system, district designated school personnel, or staff from community agencies which provide educational advocacy services.

### Requirements for Claiming an OD Student for State Funding

Eligible students that meet the following requirements on or before the monthly count day may be reported on Form P-223-1418 and will generate basic education funding:

1. Enrolled in an approved OD program as defined by WAC 392-700-042,
2. Receiving instruction pursuant to WAC 392-700-065,
3. Met the attendance period requirement pursuant to WAC 392-700-015(3) in the prior month,
4. Met the weekly status check requirement pursuant to WAC 392-700-015(24) for each school week of the prior month, and
5. For below 100 level classes, made satisfactory progress as defined in WAC 392-700-160(2).

### Limitations on Enrollment Counts

Do not report the following students:

1. Students who have withdrawn or dropped out prior to the monthly count day.
2. If concurrently in Jobs for Washington's Graduates, skill center or Running Start programs, has not exceeded the monthly FTE limitations outlined in WAC 392-121-136.
3. Students enrolled in a postsecondary course.
4. Students that have exceeded 1.0 AAFTE for the school year pursuant to WAC 392-121-133 to include prior enrollment in another OD program, a high school, private school, and home-based instruction.

### Documentation for Audit Purposes

OD Programs are required to retain for audit purposes evidence of student's eligibility, as well as student's meeting the requirements to be claimed for state funding. Refer to detailed documentation guidance posted on OSPI's [OD website](#).

Enrollment is subject to audit by the Washington State Auditor's Office. Lack of adequate documentation can result in the recovery of state funding.

### References

- o OD guidance online at OSPI's [OD website](#).
- o Annual Enrollment Bulletin available online at OSPI's [Bulletin website](#).

## DETAILED INSTRUCTIONS

Enter the LEA name, county, LEA number, ESD number, and report month in the boxes provided. Prepare a separate report for each resident school district.

### Enrollment

In the boxes provided, report the total number of students and FTE enrolled in an approved OD program on count date and eligible to be claimed for state funding.

### Individual Enrolled Students

Report the name of each enrolled student on the monthly count date.

### School District Enrollment

Report total headcount and FTE of enrolled students participating in an approved OD program and eligible to be claimed for state funding. Report nonvocational and vocational enrollment separately in the columns provided. The total of each student's nonvocational and vocational enrollment cannot exceed 1.0 FTE.

Report vocational enrollment only for state-approved college level vocational courses taught by a vocationally certified instructor. Report the classification of instructional programs (CIP) codes in the appropriate column.

### Determining FTE

Determine FTE in an approved OD program based on program type.

1. For college level classes, FTE is based on enrolled credits. Fifteen college credits equal 1.0 FTE. For students enrolled for less than 15 credits, report a portion of an FTE determined by dividing the hours enrolled by 15 (e.g.,  $13 \div 15 = 0.87$ ).
2. For below 100 level classes, a student's FTE is based on the program's total annual hours of instruction. For programs offering 1,000 or more annual planned hours of instruction, each eligible student is claimed as a 1.0 FTE.

Report FTE students rounded to two decimal places (e.g., 17.23).

### Limitation on AAFTE Counts

No student will be claimed for more than 1.00 AAFTE in any school year. AAFTE is an average of 10 months of enrollment. Enrollment in a public school, private school, or home-based instruction during the school year must be included in the AAFTE calculation.

### Certification

Provide an original signature from the serving OD program authorized official and reporting LEA authorized official and date the completed Form P-223-1418.



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