

## Flow Chart – Open Doors Enrollment Reporting

Use the following flow chart to determine a student's qualifications to be claimed for state funding under the Open Doors rules as outlined in Chapter 392-700 WAC.

An eligible student is one who meets the eligibility requirements of WAC 392-700-035, has not been counted in the current school year for state funding for more than 1.0 AAFTE (total of each monthly FTE including prior enrollment in a high school, and ALE program divided by 10), and is enrolled in an approved Open Doors program. Count day is the program's fourth instructional day for September and the first program's instructional day for the remaining months.

### Student's First Count Day:

Did the student participate in the program on or before the count day?

NO

YES

NO

**Question #1:** Did the student meet the **attendance period requirement** in the prior month? The attendance period requirement is defined as at minimum 2 hours of face-to-face interaction with a designated program staff for the purpose of instruction, academic counseling, career counseling, or case management aggregated over the prior month. WAC 392-700-015(3).

YES

NO

**Question #2:** Did the student meet the **weekly status check requirement** in the prior month? Weekly status check is defined as one-to-one interaction between a designated program staff and student. WAC 392-700-015(23).

YES

NO

**Question #3:** Was the student enrolled in a below 100 level classes? If not, it is assumed the student is enrolled in college level classes only.

YES

NO

**Question #4:** For the past three months excluding September that the student was counted, did the student earn an indicator of academic progress pursuant WAC 392-700-015(15)?

YES

Student can be counted.

- FTE in below 100 level classes is based on the program's total hours of instruction. 1,000 program's total hours of instruction equals 1.0 FTE. Claimable FTE is limited to non-vocational funding only.

- FTE in college level classes is based on student's enrolled college credits. Vocational FTE can be claimed.

Student cannot be claimed

### For Remaining Count Days:

Answer the following questions regarding the prior month's student's activity.