

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 7000 P-4

7000\_P ADMINISTRATIVE PROCEDURES FOR COMPILING ENROLLMENT AND  
ATTENDANCE RECORDS

The following procedures are designed to establish consistency and coordination in enrollment reporting within the district and to insure accuracy and retrievability of enrollment data submitted by the district to the State for apportionment accounting.

A. Form P-223, Monthly Report of School District Enrollment

1. Reporting Days and Filing Deadlines

- a. The fourth school day following commencement of the school year for students.
- b. The first day of each month of the school calendar year (October - May).
- c. Preliminary enrollment figures are called by each building secretary or attendance clerk to the district office by 10:30 a.m. on the designated reporting days, except for September.
- d. An official report will be typed by each building secretary or attendance clerk, signed by the designated building administrator, and submitted to the district office by 3:00 p.m. on the third day following the designated reporting day.

2. Procedures for Establishing P-223 Headcount

- a. Students included in the headcount figure must have established by the close of the school business day of each designated reported day the following:
  - (1) REGISTRATION  
A completed student registration card on file.
  - (2) PLACEMENT
    - (a) Elementary: The student's name has been established on a class list.
    - (b) Secondary: The student has an established schedule of classes.
  - (3) Attendance

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A written record of the student's attendance has been established. (If absence from school includes the entire period of time between two consecutive official monthly reports, a student shall be dropped from the rolls and shall not be counted as an enrollment student unless they are receiving home tutoring.)

3. Establishing P-223 FTE Count

a. FTE student computation formulas - a full-time equivalent (FTE) student is a student who meets the established headcount criteria and who is enrolled for no less than the minimum times categorized below (Reference: WAC 392-121-105)

- (1) Kindergarten (full day): 20 hours each week, or 4 hours (240 minutes) for 90 scheduled school days;
- (2) Kindergarten (half day): 10 hours each week, or 2 hours (120 minutes) each scheduled school day;
- (3) Primary (grades 1-3): 20 hours each week, or 4 hours (240 minutes) for 90 scheduled school days;
- (4) Elementary (grades 4-6): 25 hours each week, or 5 hours (300 minutes) each scheduled school day;
- (5) Secondary (grades 7-12): 25 hours each week, or 5 hours (300 minutes) each scheduled school day.

b. FTE Reduction Formulas

- (1) In cases where a student is enrolled for less than the minimum FTE requirement, he/she will be counted as an FTE in the proportion that his/her enrollment is to the minimum required time for establishing a full FTE at his/her grade level.

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- (2) Computing FTE Reduction by Grade Level
  - (a) Kindergarten: Each minute under 120 minutes = 1/120 FTE reduction;
  - (b) Primary (grades 1-3): Each minute under 240 minutes = 1/240 FTE reduction;
  - (c) Elementary (grades 4-6): Each minute under 300 minutes = 1/300 FTE reduction;
  - (d) Vista Middle School: Each instructional period less than 6 (300 minutes) = 1/5 FTE reduction.

(3) All FTE fractional calculations are converted to decimal fractions rounded to the nearest one hundredth (.01).

(4) Sample FTE calculations for part-time students:

- (a) Actual time the student is in class including passing time and recess, excluding lunch and the recess associated with it

$$\frac{\text{Actual time in class}}{\text{minimum number of minutes established for grade level}} = \text{FTE}$$

- (b) The following are the FTE conversions for Vista Middle School and Ferndale High School.

<u>No. of Periods</u>	<u>High School</u>	<u>Vista</u>
<u>Enrollment</u>	<u>FTE</u>	<u>FTE</u>
1	0.2	0.17
2	0.4	0.33
3	0.6	0.50
4	0.8	0.67
5	1.0	0.83
6	1.0	1.0
7	---	1.0

- (c) The following typical situations would be reported as shown below:

- (i) A student who attends Ferndale High School for three periods in the morning and

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Bellingham Vocational Technical School in the afternoon would be counted as a 0.6 FTE enrollee in Ferndale.

- (ii) A student who attends Bellingham Vocational School in the morning and three classes at Ferndale High School in the afternoon would be counted as a 0.6 FTE.
- (iii) Students who attend the Lummi Education Center part-time and Ferndale High School part-time, as long as they are assigned directly to Ferndale School District certificated employees, and no one else, would be counted as 1.0 FTE because that portion of the Lummi Education Center is simply an extension of our school district.
- (iv) Students who attend Lummi Education Center as either a part of the alternative middle school or some other program operated directly by the Tribe would be counted as the portion of the FTE that they attend our classes only.
- (v) Student enrollment situations that may have unique characteristics that are not addressed in these administrative procedures should be referred to the Personnel Office for determination.

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4. Documentation of P-223 Headcount
  - a. Each school reporting enrollment must maintain for each enrolled student:
    - (1) A completed registration card
    - (2) A record of attendance in an official attendance ledger
    - (3) A placement record
      - (a) Elementary -- Class Lists
      - (b) Secondary -- Student Schedule
  - b. A date of enrollment and of withdrawal (if applicable) for each student must be recorded on:
    - (1) The student's registration card
    - (2) In the school's official attendance ledger
    - (3) On the class list designating student placement (elementary) or on the student's class schedule (secondary).
  - c. Each reporting school will keep a log of student entries occurring after the initial P-223 enrollment report recording for each newly enrolled student:
    - (1) Name of student
    - (2) Date entered
    - (3) Grade level
  - d. Each reporting school will keep a log of student withdrawals occurring after the initial P-223 enrollment report recording for each withdrawn student:
    - (1) Name of student
    - (2) Date of withdrawal
    - (3) Grade level
5. Documentation of P-223 FTE Count

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- a. Each school reporting an FTE count indicating a reduction compared to headcount for any grade level must retain the following placement information for each student reported as less than a full FTE.
  - (1) Elementary: Annotated class lists indicating FTE reduced including date reduction established and/or restoration date of full-time status (if applicable).
  - (2) Secondary: A student class schedule indicating FTE reduction for each student reduced including date reduction established and/or restoration date of full-time status (if applicable).
  
- b. Each school reporting an FTE count indicating a reduction compared to headcount for any grade level must keep a log recording FTE reductions including the following data:
  - (1) Name of student reduced
  - (2) Student grade level
  - (3) Date student reduced from full-time equivalency
  - (4) Date student restored to full-time equivalency (if applicable)
  - (5) Fraction of FTE student is reported (rounded to nearest one hundredth)

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B. Form P-223H Monthly Report of Handicapped Enrollment

1. Reporting Days and Filing Deadlines

- a. The fourth school day following commencement of the school year for students.
- b. The first day of each month of the school calendar year (October - May)
- c. An official report will be typed by the special services office, signed by the special education director, and submitted to the district office by 3:00 p.m. on the third day following the designated reporting day.

2. Procedures for Establishing P-223H Headcount

- a. Only those students enrolled in programs for the handicapped using the following criteria are included in the P-223H headcount.
  - (1) Students counted must have been determined eligible for special education and related services pursuant to WAC 392-171.
  - (2) To be counted as handicapped, each student's eligibility must have been established, the student's individualized education program (IEP) must be in effect and parental permission for the program must have been obtained in writing for initial placement prior to inclusion.
  - (3) Students totally supported by federal funds are not be reported.
  - (4) Count should include students placed in non-public school agencies on a contractual basis.
- b. On each designated reporting day, the special services office will verify district-wide P-223H headcount figures through consultation with the attendance clerk or secretary of each reporting school.

3. Documentation of P-223H Headcount

- a. Each school housing students included in the district handicapped enrollment figure must maintain the following supporting documentation for each student reported.

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- (1) A student registration card coded with an "H" in the upper right hand corner to indicate handicapped program placement.
- (2) The student's name will appear in a separate attendance ledger designated for students enrolled in handicapped programs.
- (3) Placement information that includes:
  - (a) Elementary  
The student's name on a class list that is annotated to record handicapped program placement.
  - (b) Secondary  
The student's class schedule coded with an "H" in the upper right hand corner to indicate handicapped program placement.
- (4) The date of entry or withdrawal (if applicable) from handicapped program placement must be recorded on:
  - (a) The student's registration card;
  - (b) In the official attendance ledger; and
  - (c) On the class list designating placement (elementary) or student class schedule (secondary).



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- b. The district special services office will maintain the following documentation for each student reported as handicapped.
- (1) A master list of handicapped student placement, including:
    - (a) Student name;
    - (b) Date entered and withdrawn (if applicable) from handicapped program placement; and
    - (c) Placement by school, grade level and teacher.
  - (2) Placement information including:
    - (a) Verification of eligibility for each handicapped student;
    - (b) Verification of assessment results having been provided to the parent or guardian of each handicapped student;
    - (c) Established Individual Educational Program (IEP) for each handicapped student; and
    - (d) Written permission for program placement from the parent or guardian of each handicapped student.

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C. Record Retention to Support P-223, P-223H Enrollment Reports

1. Record Maintenance Schedule

Record	Retention Period*	Site
Student Attendance Ledgers	Permanent	Reporting School
Student Registration Cards	7 years	Reporting School
Class List (Elementary)	7 years	Reporting School
Student Schedules (Secondary)	7 years	Reporting School
Reduced FTE Log	7 years	Reporting School
New Student Log	7 years	Reporting School
Withdrawn Student Log	7 years	Reporting School
FTE Computation Form	7 years	Reporting School
Master List of Handicapped Student Placement	7 years	Reporting School
All Document Pertaining to Handicapped or Special Needs Placement including:	7 years	Reporting School
(1) Assessment and eligibility records;		
(2) Parental permission records;		
(3) Placement and program determination records.		

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\* Retention period commences after the last enrollment report filed (May 1 of each school year).

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2. Method of Record Retention of Each Reporting School

a. A photocopy of the following records should be attached to a copy of each P-223 report and kept in a binder by each reporting school for each school year.

(1) Elementary

Class lists as they appear at the close of each enrollment reporting day.

(2) Elementary and Secondary

(a) The new student enrollment log as it appears at the close of each enrollment reporting day.

(b) The student withdrawal log as it appears at the close of each enrollment reporting day.

(c) The FTE reduction log as it appears at the close of each enrollment reporting day.

(d) An FTE computation form that records the following by grade level;

(i) Number of students enrolled last report;

(ii) Number of students enrolled since last report;

(iii) Number of students withdrawn since last report;

(iv) Total head count to be reported;

(v) FTE reduction totals;

(vi) Total FTE to be reported;

(vii) Number of handicapped students included in headcount reported.

b. Supporting records to be filed for convenient audit:

(1) Elementary and Secondary

(a) Official Attendance ledgers; and

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- (b) Registration cards.
- (2) Secondary Only
  - (a) Student schedules (file student schedule and registration cards together by student to facilitate audit).

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