

# Chapter 392-121 WAC

## FINANCE—GENERAL APPORTIONMENT

### WAC

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#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

392-121-005	Authority and purpose. [Order 7-75, § 392-121-005, filed 12/22/75. Formerly WAC 392-29-110 and 392-29-120.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.
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392-121-010	Definitions. [Statutory Authority: RCW 84.52.0531. WSR 79-01-007 (Order 12-78), § 392-121-010, filed 12/8/78; Order 7-75, § 392-121-010, filed 12/22/75. Formerly WAC 392-29-130 (part).] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-015	Additional definitions. [Order 7-75, § 392-121-015, filed 12/22/75. Formerly WAC 392-29-130 (part) and WAC 392-29-140 (part).] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-020	Annual distribution of apportionment funds. [Order 7-75, § 392-121-020, filed 12/22/75. Formerly WAC 392-29-150.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-025	Payment schedule. [Order 7-75, § 392-121-025, filed 12/22/75. Formerly WAC 392-29-260.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-030	Apportionment credit—Resident and nonresident students. [Order 7-75, § 392-121-030, filed 12/22/75. Formerly WAC 392-29-160 and 392-29-170.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-035	Apportionment funds resources and computation data. [Order 7-75, § 392-121-035, filed 12/22/75. Formerly WAC 392-29-180.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-040	Average annual base enrollment—Conversion to weighted student enrollment. [Order 7-75, § 392-121-040, filed 12/22/75. Formerly WAC 392-29-190.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-045	Enrollment time credit-off-campus—Alternative learning experiences—Study time—National Guard—Absences. [Order 7-75, § 392-121-045, filed 12/22/75. Formerly WAC 392-29-230 and 392-29-240.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-050	Per weighted student guarantee—Method of computation. [Order 7-75, § 392-121-050, filed 12/22/75. Formerly WAC 392-29-200.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-055	District entitlement—Computation of. [Order 7-75, § 392-121-055, filed 12/22/75. Formerly WAC 392-29-210 and 392-29-220.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-060	Advance payments—Emergency. [Order 7-75, § 392-121-060, filed 12/22/75. Formerly WAC 392-29-270.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-065	Reporting requirements. [Order 7-75, § 392-121-065, filed 12/22/75. Formerly WAC 392-29-250.] Repealed by WSR 80-10-010 (Order 80-29), filed 7/28/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-100	Authority and purpose. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-100, filed 7/28/80.] Repealed by WSR 84-20-077 (Order 84-35), filed 10/2/84. Statutory Authority: RCW 28A.41.170.		
392-121-101	Authority. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-101, filed 10/2/84.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-103	Purpose. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-103, filed 10/2/84.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-105	Definitions—Enrolled and full-time equivalent student. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-105, filed 10/2/84; WSR 83-21-024 (Order 83-14), § 392-121-105, filed 10/10/83; WSR 81-20-071 (Order 81-15), § 392-121-105, filed 10/6/81. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-105, filed 7/28/80.] Repealed by WSR 88-03-		
	013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-10603	Definition—Higher education institution. [Statutory Authority: RCW 28A.150.290. WSR 95-01-013, § 392-121-10603, filed 12/8/94, effective 1/8/95.] Repealed by WSR 99-08-008 (Order 99-01), filed 3/25/99, effective 4/25/99. Statutory Authority: 1997 c 265 § 6 and RCW 28A.150.290.		
392-121-10604	Definition—Agency. [Statutory Authority: RCW 28A.150.290. WSR 95-01-013, § 392-121-10604, filed 12/8/94, effective 1/8/95.] Repealed by WSR 99-08-008 (Order 99-01), filed 3/25/99, effective 4/25/99. Statutory Authority: 1997 c 265 § 6 and RCW 28A.150.290.		
392-121-110	Additional definitions. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 86-01-022 (Order 85-17), § 392-121-110, filed 12/9/85; WSR 80-10-010 (Order 80-29), § 392-121-110, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-115	Definitions—Certificated and classified employees—Full-time equivalent. [Statutory Authority: RCW 28A.41.170. WSR 81-20-071 (Order 81-15), § 392-121-115, filed 10/6/81. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-115, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-120	Definition—LEAP Document 1. [Statutory Authority: RCW 28A.41.170. WSR 81-20-071 (Order 81-15), § 392-121-120, filed 10/6/81. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-120, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-121	Definition—Certificated staff mix factor. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-121, filed 10/2/84; WSR 81-20-071 (Order 81-15), § 392-121-121, filed 10/6/81.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-125	Definition—District certificated staff mix factor. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-125, filed 10/2/84; WSR 81-20-071 (Order 81-15), § 392-121-125, filed 10/6/81. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-125, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-126	Definition—System-wide certificated staff mix factor. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-126, filed 10/2/84; WSR 81-20-071 (Order 81-15), § 392-121-126, filed 10/6/81.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-127	Proration of school district certificated staff mix factor. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-127, filed 10/2/84; WSR 81-20-071 (Order 81-15), § 392-121-127, filed 10/6/81.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-128	Definition—Classified increment mix factor. [Statutory Authority: RCW 28A.41.170 and 28A.41.055. WSR 84-17-051 (Order 84-30), § 392-121-128, filed 8/13/84.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-129	Definition—District classified increment mix factor. [Statutory Authority: RCW 28A.41.170 and 28A.41.055. WSR 84-17-051 (Order 84-30), § 392-121-129, filed 8/13/84.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-130	Definition—Certificated years of experience. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-130, filed 10/2/84. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-130, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.		
392-121-131	Definition—Classified years of experience. [Statutory Authority: RCW 28A.41.170 and 28A.41.055. WSR 84-		

	17-051 (Order 84-30), § 392-121-131, filed 8/13/84.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	
392-121-135	Definition—Highest degree level. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-135, filed 10/2/84. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-135, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	392-121-177
392-121-140	Definition—Credits earned since highest degree. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-140, filed 10/2/84. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-140, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	392-121-180
392-121-145	Placement of nondegree certificated personnel on LEAP Document 1. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-145, filed 10/2/84; WSR 81-20-071 (Order 81-15), § 392-121-145, filed 10/6/81. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-145, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	392-121-181
392-121-150	Placement of certificated staff with degrees on certificated staff mix table. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-150, filed 10/2/84. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-150, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	392-121-183
392-121-155	Placement on certificated staff mix table—Documentation required. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-155, filed 10/2/84; WSR 81-20-071 (Order 81-15), § 392-121-155, filed 10/6/81. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-155, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	392-121-185
392-121-160	Reporting requirements—General. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-160, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	392-121-186
392-121-161	Definition—Kindergarten. [Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-161, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-161, filed 1/11/88.] Repealed by WSR 95-01-013, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.150.290.	392-121-190
392-121-165	Payment of basic education allocation funds. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-165, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	392-121-195
392-121-170	Basic education allocation—Resident and nonresident students. [Statutory Authority: RCW 28A.41.170. WSR 84-20-077 (Order 84-35), § 392-121-170, filed 10/2/84; WSR 81-20-071 (Order 81-15), § 392-121-170, filed 10/6/81. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-170, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	392-121-245
392-121-175	Basic education allocation—Deductible revenues. [Statutory Authority: RCW 28A.41.170. WSR 81-20-071 (Order 81-15), § 392-121-175, filed 10/6/81. Statutory Authority: RCW 28A.41.130(4) and 28A.41.170. WSR 80-15-025 (Order 80-36), § 392-121-175, filed 10/8/80. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-175, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	392-121-260
392-121-176	Basic education allocation during strike. [Statutory Authority: RCW 28A.41.170. WSR 81-19-005 (Order	392-121-265
	81-16), § 392-121-176, filed 9/4/81.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	
	Kindergarten and grade one through twelve programs considered collectively—Failure to operate an approved program—Denial of apportionment. [Statutory Authority: RCW 28A.41.170. WSR 81-19-006 (Order 81-17), § 392-121-177, filed 9/4/81.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	
	Enrollment time credit-off-campus—Alternative learning experiences—Study time—National Guard—Absences. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-180, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	
	Off-campus instruction requirements. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-181, filed 1/11/88.] Repealed by WSR 95-01-013, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.150.290.	
	Contracting with a higher education institution. [Statutory Authority: RCW 28A.150.290. WSR 95-01-013, § 392-121-183, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-183, filed 1/11/88.] Repealed by WSR 99-08-008 (Order 99-01), filed 3/25/99, effective 4/25/99. Statutory Authority: 1997 c 265 § 6 and RCW 28A.150.290.	
	Advance payments—Emergency. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-185, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	
	Procedure for crediting portion of basic education allocation for capital purposes in school districts. [Statutory Authority: RCW 28A.41.170. WSR 81-20-071 (Order 81-15), § 392-121-186, filed 10/6/81.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	
	Reporting requirements. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 80-10-010 (Order 80-29), § 392-121-190, filed 7/28/80.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	
	Fire district allocation. [Statutory Authority: RCW 28A.41.170 and 28A.41.055. WSR 84-13-019 (Order 84-9), § 392-121-195, filed 6/13/84. Statutory Authority: RCW 28A.41.170. WSR 81-20-071 (Order 81-15), § 392-121-195, filed 10/6/81.] Repealed by WSR 88-03-013 (Order 88-8), filed 1/11/88. Statutory Authority: RCW 28A.41.055 and 28A.41.170.	
	Definition—Certificated years of experience. [Statutory Authority: RCW 28A.150.290 and chapter 28A.415 RCW. WSR 97-22-106 (Order 97-07), § 392-121-245, filed 11/5/97, effective 12/6/97. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-245, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-245, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-245, filed 1/11/88.] Decodified and amended by WSR 02-22-065, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. Recodified as § 392-121-264.	
	Definition—Total eligible credits effective for the 1989-90 school year. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 90-13-088 (Order 15), § 392-121-260, filed 6/20/90, effective 7/21/90. Statutory Authority: RCW 28A.41.170. WSR 89-13-064 (Order 89-3), § 392-121-260, filed 6/20/89. Statutory Authority: RCW 28A.41.170 and 28A.41.055. WSR 88-22-064 (Order 88-24), § 392-121-260, filed 11/2/88; WSR 88-03-013 (Order 88-8), § 392-121-260, filed 1/11/88.] Repealed by WSR 94-01-190, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act.	
	Definition—Statewide salary allocation schedule. [Statutory Authority: RCW 28A.150.290 and 1990 1st ex. s. c	

- 16 § 502. WSR 91-02-097 (Order 51), § 392-121-265, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-265, filed 1/11/88.] Repealed by WSR 94-01-190, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act.
- 392-121-267 Definition—LEAP Document 1. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-267, filed 1/11/88.] Repealed by WSR 94-01-190, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act.
- 392-121-268 Definition—LEAP Document 12. [Statutory Authority: RCW 28A.150.290 and 1990 1st ex.s. c 16 § 502. WSR 91-02-097 (Order 51), § 392-121-268, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-268, filed 1/11/88.] Repealed by WSR 92-23-044 (Order 92-15), filed 11/16/92, effective 12/17/92. Statutory Authority: RCW 28A.150.290.
- 392-121-269 Definition—LEAP Document 1R. [Statutory Authority: RCW 28A.150.290 and 1990 1st ex.s. c 16 § 502. WSR 91-02-097 (Order 51), § 392-121-269, filed 1/2/91, effective 2/2/91.] Repealed by WSR 92-23-044 (Order 92-15), filed 11/16/92, effective 12/17/92. Statutory Authority: RCW 28A.150.290.
- 392-121-272 Placement of nondegree certificated instructional personnel on the statewide salary allocation schedule and on LEAP salary allocation documents. [Statutory Authority: RCW 28A.150.290. WSR 92-23-044 (Order 92-15), § 392-121-272, filed 11/16/92, effective 12/17/92. Statutory Authority: RCW 28A.150.290 and 1990 1st ex.s. c 16 § 502. WSR 91-02-097 (Order 51), § 392-121-272, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-272, filed 1/11/88.] Repealed by WSR 94-01-190, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act.
- 392-121-285 Definition—District average basic education certificated instructional staff salary per placement on the statewide salary allocation schedule. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-285, filed 1/11/88.] Repealed by WSR 94-01-190, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act.
- 392-121-290 Definition—District actual average annual basic education certificated instructional staff salary. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-290, filed 1/11/88.] Repealed by WSR 94-01-190, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act.
- 392-121-297 Definition—District actual derived base salary for basic education certificated instructional staff. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-297, filed 1/11/88.] Repealed by WSR 91-02-097 (Order 51), filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.150.290 and 1990 1st ex.s. c 16 § 502.
- 392-121-405 Termination of an interdistrict cooperative agreement. [Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-405, filed 1/11/88.] Repealed by WSR 92-23-044 (Order 92-15), filed 11/16/92, effective 12/17/92. Statutory Authority: RCW 28A.150.290.
- 392-121-550 Vocational-secondary indirect cost limit—Applicable code provisions—Purpose—Effective date. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-550, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).
- 392-121-552 Vocational-secondary indirect cost limit—Definitions. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-552, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).
- 392-121-554 Vocational-secondary indirect cost limit—Calculation of minimum direct expenditures. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-554, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).
- 392-121-556 Vocational-secondary indirect cost limit—School district requests for adjustment. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-556, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).
- 392-121-558 Vocational-secondary indirect cost limit—Recovery of state allocations. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-558, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).
- 392-121-560 Vocational-secondary staffing formula—Applicable code provisions—Effective date. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-560, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).
- 392-121-562 Vocational-secondary staffing formula—Definitions. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-562, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).
- 392-121-564 Vocational-secondary staffing formula—Reporting of supplemental staff. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-564, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).
- 392-121-566 Vocational-secondary staffing formula—Calculation of school district vocational-secondary certificated staff ratios. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-566, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).
- 392-121-568 Vocational-secondary staffing formula—Determination of state-funded vocational-secondary certificated staff ratio. [Statutory Authority: RCW 28A.150.290(2) and 1998 c 346 § 502 (2)(c)(iii). WSR 98-21-066 (Order 98-10), § 392-121-568, filed 10/20/98, effective 11/20/98.] Repealed by WSR 01-22-031, filed 10/30/01, effective 2/1/02. Statutory Authority: RCW 28A.150.290(1).

## GENERAL PROVISIONS

**WAC 392-121-001 Authority.** The authority for this chapter is RCW 28A.150.290 which authorizes the superintendent of public instruction to adopt rules and regulations as are necessary for the proper administration of chapter 28A.150 RCW. This general authority is supplemented by RCW 28A.150.400 which authorizes the superintendent of public instruction to develop apportionment factors based on data and statistics derived in an annual period established by the superintendent of public instruction.

[Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-001, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-001, filed 1/11/88.]

**WAC 392-121-003 Purpose.** The purpose of this chapter is to set forth policies and procedures related to the general apportionment of state moneys for the operation of common schools within the state of Washington. This section shall apply for apportionment purposes only and shall not

apply to program approval standards for basic education entitlement.

[Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-003, filed 1/11/88.]

**WAC 392-121-007 Organization of this chapter.** This chapter is in the following general subject areas:

Sections 001-099 General provisions.

Sections 100-199 Enrollment.

Sections 200-299 Certificated instructional staff.

Sections 400-499 Apportionment.

[Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-007, filed 1/11/88.]

**WAC 392-121-011 General provisions.** The following general provisions apply to this chapter:

(1) Calculations made by the superintendent of public instruction shall use the most current school district information for the school year on file with the superintendent of public instruction at the time of the calculation unless otherwise provided in this chapter or in chapter 392-117 WAC, Timely reporting.

(2) Full-time equivalent staff shall be rounded to the nearest three decimal places.

(3) Full-time equivalent enrollment shall be rounded to the nearest two decimal places.

(4) Ratios of full-time equivalent staff to students shall be expressed as a ratio of staff to one thousand students and shall be rounded to the nearest two decimal places (e.g., 51.21/1000).

(5) Unless otherwise stated, report forms, staff, salary, and enrollment data references in these rules are report forms, staff, salary, or enrollment data for the school year for which calculations pursuant to this chapter are being made.

(6) Employee assignments and account codes for program, duty, and activity shall mean the same as defined in the accounting manual for public school districts in the state of Washington and in instructions for personnel reporting provided by the superintendent of public instruction.

(7) School districts shall have available upon request by the superintendent of public instruction and for audit purposes, such documentation as necessary to support all data reported to the superintendent of public instruction pursuant to this chapter.

[Statutory Authority: RCW 28A.150.290. WSR 92-23-044 (Order 92-15), § 392-121-011, filed 11/16/92, effective 12/17/92.]

**WAC 392-121-021 Reporting requirements.** The provisions of chapter 392-117 WAC, Timely reporting, apply to allocations made pursuant to this chapter. Failure of a school district to report in the form or by the deadline required by the superintendent of public instruction may result in the reduction or delay of apportionment payments.

[Statutory Authority: RCW 28A.150.290. WSR 92-23-044 (Order 92-15), § 392-121-021, filed 11/16/92, effective 12/17/92. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-021, filed 1/11/88.]

**WAC 392-121-031 Definition—School year.** As used in this chapter, "school year" means the annual period commencing on the first day of September of one calendar year

(9/25/14)

and ending the last day of August of the ensuing calendar year: Provided, That for those school districts commencing basic education program prior to September 1, the following activities shall be considered to be within the school year that commences September 1.

(1) School days scheduled prior to September 1; and

(2) Staff days and activities in preparation for the school year included in employee contracts for the school year, but occurring before September 1.

[Statutory Authority: RCW 28A.150.290(2) and 1999 c 309 § 503(7). WSR 99-20-021 (Order 98-07), § 392-121-031, filed 9/28/99, effective 9/29/99. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-031, filed 1/11/88.]

**WAC 392-121-033 Definition—School day.** As used in this chapter, "school day" means a calendar day except school holidays on which students enrolled in the school district are afforded the opportunity to be engaged in educational activity which is planned, supervised, and conducted by or under the supervision of the school district certificated staff, and on which day all or any portion of the students enrolled in the program actually participate in such educational activity.

[Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-033, filed 1/11/88.]

## ENROLLMENT

**WAC 392-121-106 Definition—Enrolled student.** As used in this chapter, "enrolled student" means a person residing in Washington state who:

(1) Is eligible to enroll in the school district's education programs because he or she:

(a) Resides in the school district with or without an address (RCW 28A.225.010, 28A.225.160 and 28A.225.-215);

(b) Resides on a United States reservation, national park, national forest, or Indian reservation contiguous to the school district (RCW 28A.225.170);

(c) Resides in a school district not offering the grade for which they are eligible to enroll such as a nonhigh district (RCW 28A.225.210);

(d) Has been released from the school district he or she resides in and has been accepted by the school district claiming enrollment (RCW 28A.225.225 and 28A.225.230);

(e) Will be attending the school district as part of an interdistrict cooperative program (RCW 28A.225.250); or

(f) Will be attending school in a school district in another state per a reciprocity agreement pursuant to RCW 28A.225.-260.

(2) After the close of the prior school year has presented himself or herself, or has been presented, to the school district's appropriate official to be entered on the school district's rolls for the purpose of attending school in grades kindergarten through twelve;

(3) Is under twenty-one years of age at the beginning of the school year;

(4) Actually participated on a school day during the first four school days of the current school term (semester or quarter), or on a school day during the current school year on or

prior to the date being counted, in a course of study offered by the school district as defined in WAC 392-121-107; and

(5) Does not qualify for any of the enrollment exclusions set forth in WAC 392-121-108.

[Statutory Authority: RCW 28A.150.290(1). WSR 09-21-019, § 392-121-106, filed 10/9/09, effective 11/9/09. Statutory Authority: RCW 28A.150.290. WSR 95-10-011 (Order 95-03), § 392-121-106, filed 4/25/95, effective 5/26/95; WSR 95-01-013, § 392-121-106, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-106, filed 1/11/88.]

**WAC 392-121-10601 Definition—Kindergarten.** As used in this chapter, "kindergarten" means an instructional program conducted pursuant to RCW 28A.150.220 for students who meet the entry age requirements pursuant to chapter 392-335 WAC.

[Statutory Authority: RCW 28A.150.290. WSR 07-23-025, § 392-121-10601, filed 11/9/07, effective 12/10/07; WSR 95-01-013, § 392-121-10601, filed 12/8/94, effective 1/8/95.]

**WAC 392-121-10602 Definition—First grade.** As used in this chapter, "first grade" means an instructional program conducted pursuant to RCW 28A.150.220 for students who meet the entry age requirements pursuant to chapter 392-335 WAC.

[Statutory Authority: RCW 28A.150.290. WSR 07-23-025, § 392-121-10602, filed 11/9/07, effective 12/10/07; WSR 95-01-013, § 392-121-10602, filed 12/8/94, effective 1/8/95.]

**WAC 392-121-107 Definition—Course of study.** As used in this chapter, "course of study" means those activities for which students enrolled pursuant to chapters 180-16, 180-51, 392-169, 392-134, and 392-410 WAC may be counted as enrolled students for the purpose of full-time equivalent student enrollment counts.

(1) Course of study includes:

(a) Instruction - Teaching/learning experiences conducted by school district staff as directed by the administration and the board of directors of the school district, inclusive of intermissions for class changes, recess and teacher/parent-guardian conferences that are planned and scheduled by the district for the purpose of discussing students' educational needs or progress, and exclusive of time for meals.

(b) Alternative learning experience - Alternative learning experience provided by the school district in conformance with WAC 392-121-182.

(c) Instruction provided by a contractor - Instruction provided by a contractor in conformance with WAC 392-121-188.

(d) National guard - Participation in a national guard high school career training program for which credit is being given toward either required or elective high school credits pursuant to RCW 28A.300.165 and WAC 392-410-320.

(e) Ancillary service - Any cocurricular service or activity, any health care service or activity, and any other services or activities, for or in which enrolled students are served by appropriate school district staff. The term shall include, but not be limited to, counseling, psychological services, testing, remedial instruction, speech and hearing therapy, health care services, and if such service is provided by the district, certificated contact time pursuant to RCW 28A.225.010 (4)(a) with students who are in a home-based instruction program.

The term shall exclude all extracurricular activities and all other courses of study defined in this section. In conformance with WAC 392-134-025, school districts report the actual number of student contact hours of ancillary service for part-time, private school, and home-based students to the superintendent of public instruction.

(f) Work based learning - Training provided pursuant to WAC 392-410-315 and reported as provided in WAC 392-121-124.

(g) Running start - Attendance at an institution of higher education pursuant to RCW 28A.600.300 through 28A.600.-400, chapter 392-169 WAC.

(h) Transition school - Participation in the University of Washington's transition school and early entrance program pursuant to RCW 28A.185.040, and chapter 392-120 WAC. Such participation shall be reported by the University of Washington and shall not be reported by a school district.

(i) Technical college direct funding - Enrollment at a technical college pursuant to RCW 28A.150.275 and WAC 392-121-187. Such participation shall be reported by the technical college and shall not be reported by a school district unless the technical college and the school district agree to have the school district report such enrollment.

(2) Course of study does not include:

(a) Home-based instruction pursuant to RCW 28A.225.-010(4): Education programs provided by a parent which do not meet the requirements of WAC 392-121-182 cannot be claimed for state funding;

(b) Private school instruction pursuant to chapter 28A.195 RCW;

(c) Adult education as defined in RCW 28B.50.030(12);

(d) Instruction provided to students who do not reside in Washington state (RCW 28A.225.260);

(e) Enrollment in state institutions, i.e., state operated group homes, county juvenile detention centers, state institutions for juvenile delinquents, county and city adult jails, and state residential habilitation centers;

(f) Instruction preparing a student for the general education development (GED) test if such instruction generates state or federal moneys for adult education;

(g) Enrollment in education centers except as provided under contract with a school district pursuant to RCW 28A.150.305 and WAC 392-121-188;

(h) Enrollment in the Washington state school for the deaf and the Washington state school for the blind;

(i) Extracurricular activities including but not limited to before and after school activities such as classes, sports and other activities offered outside the regular curriculum or for which credit is not earned; or

(j) Attendance at universities, colleges, community colleges, or technical colleges of students not earning high school credit.

[Statutory Authority: RCW 28A.150.305. WSR 13-02-004, § 392-121-107, filed 12/19/12, effective 1/19/13. Statutory Authority: RCW 28A.150.290. WSR 09-06-038, § 392-121-107, filed 2/25/09, effective 3/28/09; WSR 07-23-008, § 392-121-107, filed 11/8/07, effective 12/9/07. Statutory Authority: 1997 c 265 § 6 and RCW 28A.150.290. WSR 99-08-008 (Order 99-01), § 392-121-107, filed 3/25/99, effective 4/25/99. Statutory Authority: RCW 28A.150.290. WSR 97-22-013 (Order 97-06), § 392-121-107, filed 10/27/97, effective 11/27/97; WSR 95-18-097, § 392-121-107, filed 9/6/95, effective 10/7/95; WSR 95-01-013, § 392-121-107, filed 12/8/94, effective 1/8/95. Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-107, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW

28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-107, filed 1/11/88.]

**WAC 392-121-108 Definition—Enrollment exclusions.** A person who qualifies for any of the exclusions set forth in this section shall not be counted as an enrolled student pursuant to WAC 392-121-106.

(1) Absences - Except as provided in (a) and (b) of this subsection, a student whose consecutive days of absence from school exceed twenty school days, or a part-time student that has not attended school at least once within a time period consisting of twenty consecutive school days, shall not be counted as an enrolled student until attendance is resumed. School days are defined as the regularly scheduled instructional days for the general population of the school or district the student is enrolled in, regardless of the student's individualized schedule.

(a) If there is a written agreement between the appropriate school official and a student's parent or guardian pursuant to RCW 28A.225.010 that the student's temporary absence is not deemed to cause a serious adverse effect upon the student's educational progress, the absent student may be counted as an enrolled student for up to two monthly enrollment count dates as specified in WAC 392-121-122.

(b) A student receiving home and/or hospital service pursuant to WAC 392-172A-02100 shall be counted as an enrolled student as provided in WAC 392-122-145.

(2) Dropouts - A student for whom the school district has received notification of dropping out of school by the student or the student's parent or guardian shall not be counted as an enrolled student until attendance is resumed.

(3) Transfers - A student who has transferred to another public or private school and for whom the school district has received notification of transfer from the school to which the student has transferred, from the student, or from the student's parent or guardian shall not be counted as an enrolled student unless the student reenrolls in the school district.

(4) Suspensions - A student who has been suspended from school pursuant to WAC 392-400-260, when the conditions of the suspension will cause the student to lose academic grades or credit, shall not be counted as an enrolled student until attendance is resumed.

(5) Expulsions - A student who has been expelled from all school subjects or classes by the school district pursuant to WAC 392-400-275 or 392-400-295 shall not be counted as an enrolled student until such time as enrollment in a district program has resumed; a student who has been partially expelled, such as from a single school subject or class, by the school district pursuant to WAC 392-400-275 or 392-400-295 may be considered a part-time enrolled student.

(6) Graduates - A student who has met the high school graduation requirements of chapter 180-51 WAC by the beginning of the school year.

(7) Tuition - A student paying tuition including, but not limited to, students on an F-1 visa or students enrolled in a tuition-based summer school program.

(8) An institution student who is claimed as a 1.0 FTE by any institution as an enrolled student eligible for state institutional education support pursuant to chapter 392-122 WAC where the institution's count date occurs prior to the school district count date for the month. Where the count dates occur

on the same date, the institution shall have priority for counting the student.

[Statutory Authority: RCW 28A.150.305. WSR 13-02-004, § 392-121-108, filed 12/19/12, effective 1/19/13. Statutory Authority: RCW 28A.150.290. WSR 10-12-037, § 392-121-108, filed 5/25/10, effective 6/25/10; WSR 09-01-044, § 392-121-108, filed 12/10/08, effective 1/10/09; WSR 07-23-008, § 392-121-108, filed 11/8/07, effective 12/9/07; WSR 05-19-140, § 392-121-108, filed 9/21/05, effective 10/22/05; WSR 97-22-013 (Order 97-06), § 392-121-108, filed 10/27/97, effective 11/27/97; WSR 95-01-013, § 392-121-108, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.150.290, 28A.150.250 and 28A.150.260. WSR 91-02-096 (Order 50), § 392-121-108, filed 1/2/91, effective 2/2/91. Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-108, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-108, filed 1/11/88.]

**WAC 392-121-111 Definitions—Student residence, resident district and nonresident district.** As used in this chapter, "student residence," "resident district" and "nonresident district" mean the same as defined in WAC 392-137-115 through 392-137-125.

[Statutory Authority: RCW 28A.150.290. WSR 95-01-013, § 392-121-111, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-111, filed 1/11/88.]

**WAC 392-121-119 Definition—Enrollment count dates.** As used in this chapter, "enrollment count dates" means the fourth school day of September and the first school day of each of the nine subsequent months of the school year for all school districts including districts which commence basic education programs prior to September 1st. Exceptions are limited to the following:

(1) In school districts where not every school or grade follows the same calendar of school days, the calendar of an individual school or an entire grade level within a school may determine the monthly enrollment count date for that school or grade level within the school.

(2) The nine count dates for running start enrollment shall be the first school day of each month of October through June.

[Statutory Authority: RCW 28A.150.305. WSR 13-02-004, § 392-121-119, filed 12/19/12, effective 1/19/13. Statutory Authority: RCW 28A.150.290. WSR 97-22-013 (Order 97-06), § 392-121-119, filed 10/27/97, effective 11/27/97.]

**WAC 392-121-122 Definition—Full-time equivalent student.** As used in this chapter, "full-time equivalent student" means each enrolled student in the school district as of one of the enrollment count dates for at least the minimum number of hours set forth in subsection (1) of this section, inclusive of class periods and normal class change passing time, but exclusive of meal intermissions: Provided, That each hour counted shall contain at least 50 minutes of instruction or supervised study provided by appropriate instructional staff. The purpose of recognizing "50 minute hours" is to provide flexibility to school districts which utilize block periods of instruction so long as students are ultimately under the jurisdiction of school staff for the equivalent of 60 minute hours: Provided further, That the hours set forth below shall be construed as annual average hours for the purposes of compliance with this chapter.



(1) The minimum hours for each grade are as follows:

(a) Kindergarten: 20 hours each week, or 4 hours (240 minutes) for each scheduled school day;

(b) Primary (grades 1 through 3): 20 hours each week, or 4 hours (240 minutes) each scheduled school day;

(c) Elementary (grades 4 through 6): 25 hours each week, or 5 hours (300 minutes) each scheduled school day;

(d) Secondary (grades 7 through 12): 25 hours each week, or 5 hours (300 minutes) each scheduled school day.

(2) Except as limited by WAC 392-121-136, a student enrolled for less than the minimum hours shown in subsection (1) of this section shall be counted as a partial full-time equivalent student equal to the student's hours of enrollment divided by the minimum hours for the student's grade level set forth in subsection (1) of this section.

(3) The full-time equivalent of a student's running start enrollment pursuant to RCW 28A.600.300 through 28A.600.400 shall be determined pursuant to chapter 392-169 WAC. If a running start student is enrolled both in high school courses provided by the school district and in running start courses provided by the college, the high school full-time equivalent and the running start full-time equivalent shall be determined separately.

(4) The full-time equivalent of University of Washington transition school students shall be determined pursuant to chapter 392-120 WAC.

(5) The full-time equivalent of a student's alternative learning experience shall be determined pursuant to WAC 392-121-182.

[Statutory Authority: RCW 28A.150.305. WSR 13-02-004, § 392-121-122, filed 12/19/12, effective 1/19/13. Statutory Authority: RCW 28A.150.290. WSR 08-04-009, § 392-121-122, filed 1/24/08, effective 2/24/08; WSR 97-22-013 (Order 97-06), § 392-121-122, filed 10/27/97, effective 11/27/97; WSR 95-01-013, § 392-121-122, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-122, filed 1/11/88.]

**WAC 392-121-123 Nonstandard school year programs.** A student participating in a program of education occurring during the nonstandard school year on a tuition-free basis may be claimed for state funding to the extent that the student was not claimed as a 1.0 AAFTE during the regular school year (September through June), subject to the following:

(1) Eligible student FTE in a nonstandard school year program shall be claimed based upon the following:

(a) Enrolled hours based upon the standards in WAC 392-121-122 or 392-121-182.

(b) Credit based for student enrolled in a college program under WAC 392-121-188.

(c) A student enrolled in transition school or a running start program is not eligible for nonstandard school year funding.

(2) A district shall make month by month evaluation of the student to determine if the following conditions were met during the regular school year:

(a) The student was not home schooled or enrolled in a private school.

(b) The student was not claimed as a 1.0 FTE in a regular or institution education program.

(3) For each month in which the conditions of subsection (2) of this section are met, the district shall determine the

amount of student FTE claimed for the student. To the extent the enrollment claimed is less than 1.0 FTE for each month, the school district may claim nonstandard school year FTE based upon the student enrollment in the nonstandard school year school program.

[Statutory Authority: RCW 28A.150.305. WSR 13-02-004, § 392-121-123, filed 12/19/12, effective 1/19/13. Statutory Authority: RCW 28A.150.290. WSR 09-01-173, § 392-121-123, filed 12/23/08, effective 1/23/09; WSR 95-01-013, § 392-121-123, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-123, filed 1/11/88.]

**WAC 392-121-124 Full-time equivalent enrollment for work based learning.** For work based learning provided pursuant to WAC 392-410-315, a student's full-time equivalent shall be determined as follows:

(1) For cooperative work based learning experience, in accordance with WAC 392-410-315 (1)(g), divide the student's hours of work experience for the month by two hundred; for example: Forty hours of cooperative work experience equals two tenths of a full-time equivalent ( $40 \div 200 = 0.20$ ). For instructional work based learning experience, in accordance with WAC 392-410-315 (1)(f) and 296-125-043(4), divide the student's enrolled hours of work experience for the month by one hundred; for example: Twenty hours of instructional work experience equals two tenths of a full-time equivalent ( $20 \div 100 = 0.20$ ). Enrollment exclusions in WAC 392-121-108 apply to instructional work based learning enrolled hours.

(2) Estimated or scheduled hours of cooperative work based learning experience may be used in determining a student's full-time equivalent on an enrollment count date: Provided, That the combined monthly hours reported for the school year shall not exceed the student's actual hours of cooperative work based learning experience documented on the student's work records and maintained by the school district for audit purposes.

(3) Work based learning provided as part of a state-approved vocational education program qualifies for enhanced vocational funding and may be included in determining a student's vocational full-time equivalent enrollment.

(4) No more than three hundred sixty hours of cooperative work based learning may be claimed for funding for each credit a student pursues as reported on the student's transcript. No more than one hundred eighty hours of instructional work based learning may be claimed for funding for each credit a student pursues as reported on the student's transcript.

(5) Funding may be claimed only for work based learning hours that occur after the work based learning plan, work based agreement, program orientation and new employee orientation, as defined in WAC 392-410-315, are completed.

[Statutory Authority: RCW 28A.150.305. WSR 13-02-004, § 392-121-124, filed 12/19/12, effective 1/19/13. Statutory Authority: RCW 28A.150.290. WSR 07-23-026, § 392-121-124, filed 11/9/07, effective 12/10/07; WSR 04-14-068, § 392-121-124, filed 7/2/04, effective 9/1/04; WSR 98-07-060 (Order 98-03), § 392-121-124, filed 3/17/98, effective 4/17/98.]

**WAC 392-121-133 Definition—Annual average full-time equivalent students.** As used in this chapter, "annual average full-time equivalent students" means the sum of the following:



(1) The annual total of full-time equivalent students enrolled on the ten enrollment count dates of the school year and reported to the superintendent of public instruction pursuant to WAC 392-121-122 divided by ten;

(2) Annual hours of ancillary service to part-time, private school, and home-based students reported pursuant to WAC 392-121-107 divided by 720 for grades kindergarten through third and 900 for grades fourth through twelfth; and

(3) Annual hours of eligible enrollment in nonstandard school year programs pursuant to WAC 392-121-123 divided by 720 for grades kindergarten through third and 900 for grades fourth through twelfth.

[Statutory Authority: RCW 28A.150.305. WSR 13-02-004, § 392-121-133, filed 12/19/12, effective 1/19/13. Statutory Authority: RCW 28A.150.290. WSR 09-03-052, § 392-121-133, filed 1/13/09, effective 2/13/09; WSR 97-22-013 (Order 97-06), § 392-121-133, filed 10/27/97, effective 11/27/97. Statutory Authority: RCW 28A.150.290, 28A.150.250 and 28A.150.260. WSR 91-02-096 (Order 50), § 392-121-133, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-133, filed 1/11/88.]

**WAC 392-121-136 Limitation on enrollment counts.** Enrollment counts pursuant to WAC 392-121-106 through 392-121-133 are subject to the following limitations:

(1) Except as provided in (a), (b) and (c) of this subsection, no student, including a student enrolled in more than one school district, shall be counted as more than one full-time equivalent student on any count date or more than one annual average full-time equivalent student in any school year.

(a) School districts operating approved vocational skills center programs during the summer vacation months may claim additional full-time equivalent students based upon actual enrollment in such vocational skills centers on the aggregate of enrolled hours based upon the fourth day of each summer session. Each district operating an approved vocational skills center program shall be entitled to claim one annual average full-time equivalent student for each 900 hours of planned student enrollment for the summer term(s) subject to the limitation in (c) of this subsection.

(b) Enrollment count limitations apply separately to a student's running start, skills center and high school enrollments and is limited to an overall maximum 1.8 FTE.

(c) Subject to (b) of this subsection, a student enrolled in a skill center program during the regular school year may be claimed for up to a combined 1.6 full-time equivalent student. A student enrolled in running start during the regular school year may be claimed for up to a combined 1.2 full-time equivalent student. A student enrolled in high school and skills center for more than 1.0 FTE, can be claimed for a 0.2 running start FTE.

Each student may be claimed for a maximum of a 1.0 full-time equivalent for the skills center enrollment, a maximum of a 1.0 full-time equivalent for running start and a maximum of a 1.0 full-time equivalent for the student's high school enrollment subject to the overall combined FTE limitation in (b) of this subsection.

(2) Running start enrollment counts are limited as provided in chapter 392-169 WAC and specifically as provided in WAC 392-169-060.

(3) The full-time equivalent reported for a five year old preschool student with a disability is limited as provided in WAC 392-121-137.

(4) No kindergarten student, including a student enrolled in more than one school district, shall be counted as more than one-half of an annual average full-time equivalent student in any school year.

(5) A student reported as part-time on Form SPI E-672 shall not be reported by a school district for more than part-time basic education funding on that enrollment count date and the total enrollment reported by one or more school districts for basic education and on Form SPI E-672 must not exceed one full-time equivalent.

(6) Districts providing an approved state-funded full-day kindergarten program as provided in chapter 28A.150 RCW (from E2SSB 5841) may claim up to an additional 0.50 FTE based upon student enrolled hours in excess of the 0.50 FTE provided under subsection (4) of this section.

[Statutory Authority: RCW 28A.150.305. WSR 13-02-004, § 392-121-136, filed 12/19/12, effective 1/19/13. Statutory Authority: RCW 28A.150.290(1). WSR 10-13-020, § 392-121-136, filed 6/4/10, effective 7/5/10. Statutory Authority: RCW 28A.150.290. WSR 09-01-172, § 392-121-136, filed 12/23/08, effective 1/23/09; WSR 08-04-010, § 392-121-136, filed 1/24/08, effective 2/24/08; WSR 97-22-013 (Order 97-06), § 392-121-136, filed 10/27/97, effective 11/27/97; WSR 95-01-013, § 392-121-136, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.150.290, 28A.150.250 and 28A.150.260. WSR 91-02-096 (Order 50), § 392-121-136, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-136, filed 1/11/88.]

**WAC 392-121-137 Full-time equivalent enrollment of students with a disability.** In determining the full-time equivalent enrollment of students reported as students with a disability pursuant to chapter 392-172A WAC, the following rules apply:

(1) If the student is enrolled exclusively in an ungraded special education program, the student's grade level shall be based on the typical grade level of students of the same age (e.g., a student who is six years old at the beginning of the school year shall be counted as a first grader).

(2) If the student is enrolled in a grade level below the typical grade level of students of the same age, the school district shall have the option of counting the student in the grade enrolled or the typical grade level of students of the same age.

(3) A student with a disability who is five years old at the beginning of the school year may be counted as a kindergarten student only if the student is enrolled full time (twenty hours or more per week), or is enrolled in a kindergarten program and is provided special education services in addition to the kindergarten program.

[Statutory Authority: RCW 28A.150.290. WSR 09-06-038, § 392-121-137, filed 2/25/09, effective 3/28/09; WSR 97-22-013 (Order 97-06), § 392-121-137, filed 10/27/97, effective 11/27/97; WSR 95-01-013, § 392-121-137, filed 12/8/94, effective 1/8/95.]

**WAC 392-121-138 Full-time equivalent enrollment of vocational education students.** For the purpose of enhanced funding for vocational education, full-time equivalent enrollment in vocational and skills center programs shall be based upon the actual hours of enrollment in state approved vocational courses. Vocational full-time equivalent enrollment shall be determined pursuant to WAC 392-121-122 and shall be reported on the same monthly basis as the enrollment for students eligible for basic support.

[Statutory Authority: RCW 28A.150.290. WSR 08-04-011, § 392-121-138, filed 1/24/08, effective 2/24/08; WSR 98-07-060, § 392-121-138, filed 1/24/08, effective 2/24/08.]

3/17/98, effective 4/17/98; WSR 95-01-013, § 392-121-138, filed 12/8/94, effective 1/8/95.]

**WAC 392-121-182 Alternative learning experience requirements.** (1) **Purposes:** The purposes of this section are the following:

(a) To ensure that students enrolled in an alternative learning experience offered by a school district have available to them educational opportunities designed to meet their individual needs;

(b) To provide general program requirements for alternative learning experiences offered by or through school districts;

(c) To provide a method for determining full-time equivalent enrollment and a process school districts must use when claiming state funding for alternative learning experiences.

(2) **General requirements:** A school district must meet the requirements of this section to count an alternative learning experience as a course of study pursuant to WAC 392-121-107. This section applies solely to school districts claiming state funding pursuant to WAC 392-121-107 for an alternative learning experience. It is not intended to apply to alternative learning experiences funded exclusively with federal or local resources.

(3) **Definitions:** For the purposes of this section the following definitions apply:

(a)(i) "Alternative learning experience" means a course, or for grades kindergarten through eight, grade-level course work, that is a delivery method for the program of basic education and is:

(A) Provided in whole or in part independently from a regular classroom setting or schedule, but may include some components of direct instruction;

(B) Supervised, monitored, assessed, evaluated, and documented by a certificated teacher employed by the school district or under contract as permitted by applicable rules; and

(C) Provided in accordance with a written student learning plan that is implemented pursuant to the school district's policy and this chapter.

(ii) The categories of alternative learning experience courses are:

(A) "Online course" means an alternative learning experience course that has the same meaning as provided in RCW 28A.250.010.

(B) "Remote course" means an alternative learning experience course or course work that is not an online course where the student has in-person instructional contact time for less than twenty percent of the total weekly time for the course.

(C) "Site-based course" means an alternative learning experience course or course work that is not an online course where the student has in-person instructional contact time for at least twenty percent of the total weekly time for the course.

(b) "Alternative learning experience program" is a school or a program within a school that offers alternative learning experience courses or course work.

(c) "Certificated teacher" means an employee of a school district, or of a school district contractor pursuant to WAC 392-121-188, who is assigned and endorsed according to the provisions of chapter 181-82 WAC;

(d) "Direct personal contact" means a one-to-one meeting between a certificated teacher and the student, or, where appropriate, between the certificated teacher, the student, and the student's parent. Direct personal contact can be accomplished in person or through the use of telephone, e-mail, instant messaging, interactive video communication, or other means of digital communication. Direct personal contact:

(i) Must be for the purposes of instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the written student learning plan;

(ii) Must be related to an alternative learning experience course or course work identified in the written student learning plan; and

(iii) Must at minimum include a two-way exchange of information between a certificated teacher and the student. All required direct personal contact must be documented.

(e) "In-person instructional contact" means face-to-face contact between a certificated teacher and the student in a classroom environment. In-person instructional contact may be accomplished in a group setting between the teacher and multiple students. The in-person instructional contact must be:

(i) For the purposes of actual instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the written student learning plan; and

(ii) Related to an alternative learning experience course identified in the written student learning plan.

(f) "Intervention plan" means a plan designed to improve the progress of students determined to be not making satisfactory progress. An intervention plan must be developed, documented, and implemented by a certificated teacher in conjunction with the student and, for students in grades K-8, the student's parent(s). For students whose written student learning plan includes only online courses, the intervention plan may be developed by the school-based support staff in conjunction with the student and certificated teacher and must be approved by the student's online certificated teacher. At minimum, the intervention plan must include at least one of the following interventions:

(i) Increasing the frequency or duration of contact with a certificated teacher for the purposes of enhancing the ability of the certificated teacher to improve student learning;

(ii) Modifying the manner in which contact with a certificated teacher is accomplished;

(iii) Modifying the student's learning goals or performance objectives;

(iv) Modifying the number of or scope of courses or the content included in the learning plan.

(g) "Parent" has the same definition as "parent" in WAC 392-172A-01125;

(h) "Satisfactory progress" means a determination made in accordance with subsection (4)(c) that a student's progress toward achieving the specific learning goals and performance objectives specified in the written student learning plan is satisfactory;

(i) "School week" means any seven-day calendar period starting with Sunday and continuing through Saturday that includes at least three days when a district's schools are in session;

(j) "School-based support staff" means an employee of a school district, or of a school district contractor pursuant to WAC 392-121-188, who is supporting a student in an online course. The school-based support staff may or may not hold a teaching certificate;

(k) "Substantially similar experiences and services" means that for each purchased or contracted instructional or cocurricular course, lesson, trip, or other experience, service, or activity identified on an alternative learning experience written student learning plan, there is an identical or similar experience, service, or activity made available to students enrolled in the district's regular instructional program:

- (i) At a similar grade level;
- (ii) At a similar level of frequency, intensity, and duration including, but not limited to, consideration of individual versus group instruction;
- (iii) At a similar level of cost to the student with regard to any related club, group, or association memberships; admission, enrollment, registration, rental or other participation fees; or any other expense associated with the experience or service;
- (iv) In accordance with district adopted content standards or state defined grade level standards; and
- (v) That is supervised, monitored, assessed, evaluated, and documented by a certificated teacher.

(l) "Synchronous digital instructional contact" means real-time communication between a certificated teacher and the student using interactive online, voice, or video communication technology. Synchronous digital instructional contact may be accomplished in a group setting between the teacher and multiple students. The synchronous digital contact must be:

- (i) For the purposes of actual instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the written student learning plan; and
  - (ii) Related to an alternative learning experience course or course work identified in the written student learning plan.
- (m) "Total weekly time" means the estimated average hours per school week the student will engage in learning activities to meet the requirements of the written student learning plan.
- (n) "Written student learning plan" means a written plan for learning that includes at least the following elements:
- (i) A beginning and ending date for the student's alternative learning experience courses;
  - (ii) An estimate by a certificated teacher of the average number of hours per school week the student will engage in learning activities to meet the requirements of the written student learning plan. This estimate must consider only the time the student will engage in learning activities necessary to accomplish the learning goals and performance objectives specified in the written student learning plan;
  - (iii) For online courses and remote courses, a description of how weekly contact requirements will be fulfilled;
  - (iv) A description of each alternative learning experience course or course work included as part of the learning plan, including specific learning goals, performance objectives, and learning activities for each course, written in a manner that facilitates monthly evaluation of student progress. This requirement may be met through the use of individual course

syllabi or other similarly detailed descriptions of learning requirements. The description must clearly identify the requirements a student must meet to successfully complete the course or course work. Courses or course work must be identified using course names, codes, and designators specified in the most recent *Comprehensive Education Data and Research System* data manual published by the office of superintendent of public instruction;

- (v) Identification of the certificated teacher responsible for each course or course work included as part of the plan;
- (vi) Identification of all instructional materials that will be used to complete the learning plan; and
- (vii) A description of the timelines and methods for evaluating student progress toward the learning goals and performance objectives specified in the learning plan;
- (viii) Identification of whether each alternative learning experience course or course work meets one or more of the state essential academic learning requirements or grade-level expectations and any other academic goals, objectives, and learning requirements defined by the school district.

**(4) Alternative learning experience program requirements:**

(a) Each student participating in an alternative learning experience must have a written student learning plan developed and approved by a certificated teacher that is designed to meet the student's individual educational needs. A certificated teacher must have responsibility and accountability for each course specified in the plan, including supervision and monitoring, and evaluation and documentation of the student's progress. The written student learning plan may be developed with assistance from the student, the student's parents, or other interested parties. For students whose written student learning plan includes only online courses, the written student learning plan may be developed and approved by a certificated teacher or a school-based support staff.

(b) Each student enrolled in an alternative learning experience must have one of the following methods of contact with a certificated teacher at least once a school week until the student completes all course objectives or otherwise meets the requirements of the learning plan:

- (i) Direct personal contact; or
- (ii) In-person instructional contact; or
- (iii) Synchronous digital instructional contact.

(c) The educational progress of each student enrolled in an alternative learning experience must be evaluated at least once each calendar month of enrollment by a certificated teacher or, for students whose written student learning plans include only online classes, school-based support staff in accordance with this section. The results of each evaluation must be communicated to the student or, if the student is in grades K-8, both the student and the student's parent. For students whose written student learning plan includes only online courses, a school-based support staff may communicate the progress evaluation to the student. Educational progress must be evaluated according to the following requirements:

- (i) Each student's educational progress evaluation must be based on the learning goals and performance objectives defined in the written student learning plan.
- (ii) The evaluation of satisfactory progress must be conducted in a manner consistent with school district student

evaluation or grading procedures, and be based on the professional judgment of a certificated teacher.

(iii) In the event that the monthly evaluation is not completed within the calendar month being evaluated, the evaluation must be completed within five school days of the end of the month. Districts must not claim funding for the subsequent month for a student who was not evaluated within that time frame.

(iv) The progress evaluation conducted by a certificated teacher must include direct personal contact with the student with the following exceptions:

(A) After an initial month of satisfactory progress, in subsequent months where progress continues to be satisfactory the evaluation may be communicated to the student without direct personal contact.

(B) Direct personal contact is not required as a part of the evaluation conducted in the final month of the school year if the evaluation takes the form of the delivery of final grades to the student.

(v) Based on the progress evaluation, a certificated teacher must determine and document whether the student is making satisfactory progress reaching the learning goals and performance objectives defined in the written student learning plan.

(vi) For students whose written student learning plan includes only online courses, school-based support staff, according to school policy and procedures, may use the student's progress grades in the online course or courses to determine whether a student's progress is satisfactory. School-based support staff, following school policy and procedures, may take into account nonacademic factors or local school expectations to finalize the determination of satisfactory progress. The progress grades posted in the learning management system may serve as the documentation of determining satisfactory progress.

(vii) If it is determined that the student failed to make satisfactory progress or that the student failed to follow the written student learning plan, an intervention plan must be developed for the student. An intervention plan is not required if the evaluation is delivered within the last five school days of the school year.

(viii) If after no more than three consecutive calendar months in which it is determined the student is not making satisfactory progress despite documented intervention efforts, a course of study designed to more appropriately meet the student's educational needs must be developed and implemented by a certificated teacher in conjunction with the student and where possible, the student's parent. This may include removal of the student from the alternative learning experience and enrollment of the student in another educational program offered by the school district.

**(5) Required school district board policies for alternative learning experiences:** The board of directors of a school district claiming state funding for alternative learning experiences must adopt and annually review written policies authorizing such alternative learning experiences, including each alternative learning experience program and program provider. The policy must designate, by title, one or more school district official(s) responsible for overseeing the district's alternative learning experience courses or programs, including monitoring compliance with this section, and

reporting at least annually to the school district board of directors on the program. This annual report shall include at least the following:

(a) Documentation of alternative learning experience student headcount and full-time equivalent enrollment claimed for basic education funding;

(b) Identification of the overall ratio of certificated instructional staff to full-time equivalent students enrolled in each alternative learning experience program;

(c) A description of how the program supports the district's overall goals and objectives for student academic achievement; and

(d) Results of any self-evaluations conducted pursuant to subsection (10) of this section.

**(6) Alternative learning experience implementation requirements:**

(a) School districts that offer alternative learning experience courses or course work must ensure that they are accessible to all students, including students with disabilities. Alternative learning experience courses or course work for special education students must be provided in accordance with chapter 392-172A WAC.

(b) Contracting for alternative learning experience courses or course work is subject to the provisions of WAC 392-121-188.

(c) It is the responsibility of the school district or school district contractor to ensure that students have all curricula, course content, instructional materials and learning activities that are identified in the alternative learning experience written student learning plan.

(d) School districts must ensure that no student or parent is provided any compensation, reimbursement, gift, reward, or gratuity related to the student's enrollment or participation in, or related to another student's recruitment or enrollment in, an alternative learning experience course or course work unless otherwise required by law. This prohibition includes, but is not limited to, funds provided to parents or students for the purchase of educational materials, supplies, experiences, services, or technological equipment.

(e) School district employees are prohibited from receiving any compensation or payment as an incentive to increase student enrollment of out-of-district students in an alternative learning experience course or course work.

(f) Curricula, course content, instructional materials, learning activities, and other learning resources for alternative learning experience courses or course work must be consistent in quality with those available to the district's overall student population.

(g) Instructional materials used in alternative learning experience courses or course work must be approved pursuant to school board policies adopted in accordance with RCW 28A.320.230.

(h) A district may purchase educational materials, equipment, or other nonconsumable supplies for students' use in alternative learning experience courses or course work if the purchase is consistent with the district's approved instructional materials or curriculum, conforms to applicable laws and rules, and is made in the same manner as such purchases are made for students in the district's regular instructional program. Items so purchased remain the property of the school district upon program completion.

(i) School districts are prohibited from purchasing or contracting for instructional or cocurricular experiences and services that are included in an alternative learning experience written student learning plan including, but not limited to, lessons, trips, and other activities, unless substantially similar experiences or services are also made available to students enrolled in the district's regular instructional program. This prohibition extends to a district's contracted providers of alternative learning experience programs, and each district shall be responsible for monitoring the compliance of its contracted providers. Nothing herein shall:

(i) Prohibit school districts from contracting with school district employees to provide services or experiences to students; or

(ii) Prohibit school districts from contracting with online providers approved by the office of superintendent of public instruction pursuant to chapter 28A.250 RCW; or

(iii) Require school districts that contract with school district employees to provide services or experiences to students, or with online providers approved by the office of superintendent of public instruction pursuant to chapter 28A.250 RCW, to provide substantially similar experiences and services under this subsection.

(j)(i) A school district that provides alternative learning experience courses or course work to a student must provide the parent(s) of the student, prior to the student's enrollment, with a description of the difference between home-based instruction pursuant to chapter 28A.200 RCW and the enrollment option selected by the student. The parent must sign documentation attesting to his or her understanding of the difference. Such documentation must be retained by the district and made available for audit.

(ii) In the event a school district cannot locate a student's parent within three days of a student's request for enrollment in an alternative learning experience, the school district may enroll the student for a conditional period of no longer than thirty calendar days. The student must be disenrolled from the alternative learning experience if the school district does not obtain the documentation required under this subsection before the end of the thirty day conditional enrollment period.

(k) The school district or school district contractor is prohibited from advertising, marketing, and otherwise providing unsolicited information about learning programs offered by the school district including, but not limited to, digital learning programs, part-time enrollment opportunities, and other alternative learning programs, to students and their parents who have filed a declaration of intent to cause a child to receive home-based instruction under RCW 28A.200.010. School districts may respond to requests for information that are initiated by a parent. This prohibition does not apply to general mailings, newsletters, or other general communication distributed by the school district or the school district contractor to all households in the district.

(l) Work-based learning as a component of an alternative learning experience course of study is subject to the provisions of WAC 392-410-315 and 392-121-124.

(m) The school district must institute reliable methods to verify a student is doing his or her own work. The methods may include proctored examinations or projects, including the use of web cams or other technologies. "Proctored"

means directly monitored by an adult authorized by the school district.

(n) School districts may accept nonresident students under the school choice enrollment provisions of RCW 28A.225.200 through 28A.225.230 and chapter 392-137 WAC for enrollment in alternative learning experiences. School districts enrolling such students in alternative learning experiences are subject to all school district duties and liabilities pertaining to such students for the full school year, including ensuring the student's compulsory attendance pursuant to chapter 28A.225 RCW, until such time as the student has actually enrolled in another school district, or has otherwise met the mandatory attendance requirements specified by RCW 28A.225.010.

(o) School districts enrolling a nonresident student must inform the resident school district if the student drops out of the alternative learning experience program or is otherwise no longer enrolled.

(p) The alternative learning experience must satisfy the office of superintendent of public instruction's requirements for courses of study and equivalencies as provided in chapter 392-410 WAC.

(q) High school alternative learning experience courses must be offered for high school credit. Courses offering credit or alternative learning experience programs issuing a high school diploma must satisfy the state board of education's high school credit and graduation requirements as provided in chapter 180-51 WAC.

(r) Beginning in the 2013-14 school year and continuing through the 2016-17 school year, school districts offering or contracting to offer alternative learning experience courses must pay costs associated with a biennial measure of student outcomes and financial audit of the district's alternative learning experience courses by the office of the state auditor.

**(7) Enrollment reporting procedures:** Effective the 2011-12 school year, the full-time equivalency of students enrolled in an alternative learning experience must be determined as follows:

(a) The school district must use the definition of full-time equivalent student in WAC 392-121-122 and the number of hours the student is expected to engage in learning activities as follows:

(i) On the first enrollment count date on or after the start date specified in the written student learning plan, subject to documented evidence of student participation as required by WAC 392-121-106(4), the student's full-time equivalent must be based on the estimated average weekly hours of learning activity described in the student's written student learning plan.

(ii) On any subsequent monthly count date, the student's full-time equivalent must be based on the estimated average weekly hours of learning activity described in the written student learning plan if:

(A) The student's progress evaluation conducted in the prior calendar month pursuant to subsection (4)(c) of this section indicates satisfactory progress; or

(B) The student's progress evaluation conducted in the prior calendar month pursuant to subsection (4)(c) of this section indicates a lack of satisfactory progress, and an intervention plan designed to improve student progress has been

developed, documented, and implemented within five school days of the date of the prior month's progress evaluation.

(iii) On any subsequent monthly count date if an intervention plan has not been developed, documented, and implemented within five days of the prior month's progress evaluation, the student's full-time equivalent must not be included by the school district in the subsequent month's enrollment count.

(iv) Enrollment of part-time students is subject to the provisions of RCW 28A.150.350, and generates a pro rata share of full-time funding.

(b) The enrollment count must exclude students meeting the definition of enrollment exclusions in WAC 392-121-108 or students who have not had contact with a certificated teacher for twenty consecutive school days. Any such student must not be counted as an enrolled student until the student has met with a certificated teacher and resumed participation in their alternative learning experience or is participating in another course of study as defined in WAC 392-121-107;

(c) The enrollment count must exclude students who are not residents of Washington state as defined by WAC 392-137-115;

(d) The enrollment count must exclude students who as of the enrollment count date have completed the requirements of the written student learning plan prior to ending date specified in the plan and who have not had a new written student learning plan established with a new beginning and ending date that encompasses the count date;

(e) For alternative learning experience programs that end prior to June 1st, the June enrollment count date may be the last school day in May and include students whose written student learning plan includes an ending date that is the last school day in May.

(f) Graduating alternative learning experience students whose last school day is in May may be included in the June enrollment count if the following conditions are met:

(i) The alternative learning experience program calendar identifies that the last day of school for the graduating students is in May.

(ii) The students' written student learning plan includes an end date that is the last day of school for graduating students in May.

(g) School districts claiming alternative learning experiences students for funding for nonresident students must document the district of the student's physical residence, and shall establish procedures that address, at a minimum, the coordination of student counting for state funding so that no student is counted for more than one full-time equivalent in the aggregate including, but not limited to:

(i) When a resident district and one or more nonresident district(s) will each be claiming basic education funding for a student in the same month or months, the districts shall execute a written agreement that at minimum identifies the maximum aggregate basic education funding each district may claim for the duration of the agreement. A nonresident district may not claim funding for a student until after the effective date of the agreement.

(ii) When a district is providing alternative learning experiences to nonresident students under the school choice enrollment provisions of RCW 28A.225.200 through 28A.225.230 and chapter 392-137 WAC the district may not

claim funding for the student until after the release date documented by the resident district.

#### **(8) Assessment requirements:**

(a) All students enrolled in alternative learning experience courses or course work must be assessed at least annually, using, for full-time students, the state assessment for the student's grade level and using any other annual assessments required by the school district. Part-time students must also be assessed at least annually. However, part-time students who are either receiving home-based instruction under chapter 28A.200 RCW or who are enrolled in an approved private school under chapter 28A.195 RCW are not required to participate in the assessments required under chapter 28A.655 RCW.

(b) Any student whose alternative learning experience enrollment is claimed as greater than 0.8 full-time equivalent in any one month through the January count date must be included by the school district in any required state or federal accountability reporting for that school year, subject to existing state and federal accountability rules and procedures.

(c) Students enrolled in nonresident alternative learning experience courses or course work who are unable to participate in required annual state assessments at the nonresident district must have the opportunity to participate in such required annual state assessments at the district of physical residence, subject to that district's planned testing schedule. It is the responsibility of the nonresident enrolling district to establish a written agreement with the district of physical residence that facilitates all necessary coordination between the districts and with the student and, where appropriate, the student's parent(s) to fulfill this requirement. Such coordination may include arranging for appropriate assessment materials, notifying the student of assessment administration schedules, arranging for the forwarding of completed assessment materials to the enrolling district for submission for scoring and reporting, arranging for any allowable testing accommodations, and other steps as may be necessary. The agreement may include rates and terms for payment of reasonable fees by the enrolling district to the district of physical residence to cover costs associated with planning for and administering the assessments to students not enrolled in the district of physical residence. Assessment results for students assessed according to these provisions must be included in the enrolling district's accountability measurements, and not in the district of physical residence's accountability measurements.

#### **(9) Reporting requirements:**

(a) Each school district offering alternative learning experience courses or course work must report monthly to the superintendent of public instruction accurate monthly headcount and full-time equivalent enrollment for students enrolled in alternative learning experiences as well as information about the resident and serving districts of such students.

(b) Each school district offering alternative learning experience courses or course work must submit an annual report to the superintendent of public instruction detailing the costs and purposes of any expenditure made pursuant to subsection (6)(i) of this section, along with the substantially similar experiences or services made available to students enrolled in the district's regular instructional program.

(c) Each school district offering alternative learning experience courses or course work must annually report the following to the superintendent of public instruction:

(i) The number of certificated instructional staff full-time equivalent assigned to each alternative learning experience program; and

(ii) Separately identify alternative learning experience enrollment of students where instruction is provided entirely under contract pursuant to RCW 28A.150.305 and WAC 392-121-188.

(d) Each school district offering alternative learning experience courses must report all required information to the office of superintendent of public instruction's *Comprehensive Education Data and Research System* under RCW 28A.300.500. Beginning with the 2013-14 school year, school districts must designate alternative learning experience courses as such when reporting course information to the *Comprehensive Education Data and Research System*.

(10) **Documentation and record retention requirements:** School districts claiming state funding for alternative learning experiences must retain all documentation required in this section in accordance with established records retention schedules and must make such documentation available upon request for purposes of state monitoring and audit. School districts must maintain the following written documentation:

(a) School board policy for alternative learning experiences pursuant to this section;

(b) Annual reports to the school district board of directors as required by subsection (5) of this section;

(c) Monthly and annual reports to the superintendent of public instruction as required by subsection (9) of this section;

(d) The written student learning plans required by subsection (4) of this section;

(e) Evidence of weekly contact required by subsection (4) of this section.

(i) For students participating in regularly scheduled classes, including in-person instructional contact and synchronous digital instructional contact, evidence may include classroom attendance records.

(ii) For students who are not participating in regularly scheduled classes, evidence of contact must include the date of the contact, the method of communication by which the contact was accomplished, and documentation to support the subject of the communication.

(f) Student progress evaluations and intervention plans required by subsection (4) of this section;

(g) The results of any assessments required by subsection (9) of this section;

(h) Student enrollment detail substantiating full-time equivalent enrollment reported to the state; and

(i) Signed parent enrollment disclosure documents required by subsection (6)(j) of this section.

[Statutory Authority: RCW 28A.150.290(1). WSR 13-22-076, § 392-121-182, filed 11/5/13, effective 12/6/13. Statutory Authority: RCW 28A.150.305. WSR 12-17-107, § 392-121-182, filed 8/20/12, effective 9/20/12. Statutory Authority: 2011 c 34 § 2(5). WSR 11-17-147, § 392-121-182, filed 8/24/11, effective 9/1/11. Statutory Authority: RCW 28A.150.305. WSR 11-12-022, § 392-121-182, filed 5/24/11, effective 9/1/11. Statutory Authority: RCW 28A.150.290. WSR 09-06-038, § 392-121-182, filed 2/25/09, effective 3/28/09. Statutory Authority: RCW 28A.150.290 and

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2005 c 356. WSR 05-13-154, § 392-121-182, filed 6/21/05, effective 7/22/05. Statutory Authority: 1997 c 265 § 6 and RCW 28A.150.290. WSR 99-08-008 (Order 99-01), § 392-121-182, filed 3/25/99, effective 4/25/99. Statutory Authority: RCW 28A.150.290. WSR 95-18-097, § 392-121-182, filed 9/6/95, effective 10/7/95; WSR 95-01-013, § 392-121-182, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.150.290, 28A.150.250 and 28A.150.260. WSR 91-02-096 (Order 50), § 392-121-182, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-182, filed 1/11/88.]

**WAC 392-121-184 Running start program requirements.** The provisions of this chapter shall govern the substantiation of claims for running start program basic education allocation moneys to the extent the provisions of this chapter supplement and do not conflict with the provisions of chapter 392-169 WAC.

[Statutory Authority: RCW 28A.150.290. WSR 95-01-013, § 392-121-184, filed 12/8/94, effective 1/8/95. Statutory Authority: RCW 28A.600.390. WSR 91-08-038 (Order 91-07), § 392-121-184, filed 3/29/91, effective 4/29/91.]

**WAC 392-121-187 Technical college direct-funded enrollment.** Enrollment in a technical college pursuant to an interlocal agreement with a school district as provided in RCW 28B.50.533 may be counted as course of study generating state moneys payable directly to the technical college as provided in this section.

(1) The technical college shall submit a written request to the superintendent of public instruction and for each school district whose students are to be claimed by the college shall provide a copy of the interlocal agreement signed by the school district superintendent and the technical college president or authorized officials of the school district and college.

(2) The technical college shall report enrolled students monthly (September through June) to the superintendent of public instruction pursuant to this chapter and instructions provided by the superintendent. A separate report shall be submitted for each school district whose students are reported. Reports of students eligible for state basic education support shall show the total number of students served and total nonvocational and vocational FTE students on the monthly count date. Reports shall also show the name of each student, hours of enrollment per week on the monthly count date, and the nonvocational and vocational full-time equivalent reported for the student on the count date. Technical colleges claiming direct state handicapped funding under the interlocal agreement shall also report the number of enrolled handicapped students by handicapping category on the count dates of October through June pursuant to WAC 392-122-160 and chapter 392-172A WAC.

(3) The technical college shall report monthly to each school district whose students are served pursuant to this section. The report shall include at a minimum the data reported to the superintendent of public instruction pursuant to subsection (2) of this section.

(4) The technical college shall report only students who:

(a) Were under twenty-one years of age at the beginning of the school year;

(b) Are enrolled tuition-free;

(c) Are enrolled in a school district with which the technical college has a signed interlocal agreement on file with



the superintendent of public instruction pursuant to subsection (1) of this section;

(d) Are enrolled in the school district for the purpose of earning a high school diploma or certificate; and

(e) Have actually participated in instructional activity at the technical college during the current school year.

(5) Enrollments claimed for state basic education funding by the technical college:

(a) Shall be for courses for which the student is earning high school graduation credit through the school district or the technical college; and

(b) Shall not include:

(i) Enrollment which is claimed by the school district for state funding; or

(ii) Enrollment which generates state or federal moneys for higher education, adult education, or job training for the technical college.

(6) Full-time equivalent students reported by the technical college for state basic education funding shall be determined pursuant to WAC 392-121-106 through 392-121-183 except that the enrollment count dates shall be for the months of September through June. If a student is enrolled in courses provided by the school district as well as courses provided by the technical college, the combined full-time equivalents reported by the school district and the technical college are limited by WAC 392-121-136.

(7) The superintendent of public instruction shall make quarterly payments to the technical college as follows:

(a) Basic education allocations shall be determined pursuant to chapter 392-121 WAC based on average enrollments reported by the technical college for each school district times the average allocation per full-time equivalent high school student of the school district: Provided, That allocations for students enrolled in school districts with no more than two high schools with enrollments of less than three hundred annual average full-time equivalent students shall be at the incremental rate generated by students in excess of sixty annual average full-time equivalent students. Allocations for nonvocational and vocational full-time equivalent enrollments shall be calculated separately.

(b) Handicapped allocations shall be determined pursuant to WAC 392-122-100 through 392-122-165 based on average handicapped enrollments and the school district's average allocation per handicapped student in each handicapping category.

(c) Quarterly payments shall provide the following percentages of the annual allocation:

December	30%
March	30%
June	20%
August	20%

[Statutory Authority: RCW 28A.150.305. WSR 13-02-004, § 392-121-187, filed 12/19/12, effective 1/19/13. Statutory Authority: RCW 28A.150.290. WSR 09-06-038, § 392-121-187, filed 2/25/09, effective 3/28/09; WSR 94-17-096, § 392-121-187, filed 8/17/94, effective 9/17/94.]

**WAC 392-121-188 Instruction provided under contract.** School districts have general authority to contract for the services of individuals to provide instruction, subject to

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applicable state and federal laws and local collective bargaining agreements. School districts also have authority to enter into interdistrict cooperative agreements for instructional services with other school districts under RCW 28A.225.250. However, when a school district contracts with an entity other than a school district and that entity employs staff to provide basic education instruction claimed by the school district for state basic education funding, the requirements of this section also apply. Instruction provided by such an entity (hereafter called the contractor) may be counted as a course of study and claimed by the school district for state funding if the following requirements are met:

(1) The school district board of directors in accordance with RCW 28A.320.015 adopts a resolution that concludes it is in the best interest of the students to expand the options available by providing an appropriate basic education program pursuant to the contract and sets forth the rationale in support of the conclusion. A board adopted resolution is not required for online courses purchased by the school district from an online provider approved by the superintendent of public instruction under RCW 28A.250.020;

(2) The school district retains full responsibility for compliance with all state and federal laws;

(3) The contractor complies with all relevant state and federal laws that are applicable to the school district;

(4) The contractor provides instruction free of sectarian or religious influence or control;

(5) The contractor charges the student no tuition for enrollment;

(6) Enrollment is voluntary;

(7) No student or person is unlawfully excluded from participation on the grounds of race, creed, color, national origin, sex, marital status, or presence of any sensory, mental, or physical handicap;

(8) Each student is enrolled in the school district reporting the enrollment and each high school student is working toward course credits which satisfy high school graduation requirements;

(9) If the contractor is a state higher education institution, a state funded education center, or any other state funded entity, the contractor is not claiming enrollment of the student or receiving direct state support for the contracted instruction reported pursuant to this section;

(10) The curriculum is approved by the district. District approval for online course curriculum is not required for online courses offered by an online provider approved by the superintendent of public instruction under RCW 28A.250.020;

(11) The contractor provides enrollment reports to the school district that comply with this chapter;

(12) The contractor maintains and has available for audit or review by the school district, state, or federal authorities documentation of enrollment, hours of instructional activity participated in by the students, personnel data, and financial data including all revenues and expenditures pertaining to the contract with the school district;

(13) As of October 1st, if a contractor certificated employee employed by a contractor other than an institution of higher education spends more than twenty-five percent of a full-time equivalent time with students for a given school district, the school district must report the individual contrac-

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tor certificated employee as required by the SPI annual personnel reporting system for calculation of state funding, staff ratios and statistics;

(14) The school district and contractor execute a written contract which is consistent with this section, and which sets forth the duties of the contractor in detail sufficient to hold the contractor accountable to the school district. School districts that purchase online courses through the online course catalog provided by the office of superintendent of public instruction are exempt from this provision;

(15) The school district and contractor establish a process for periodic monitoring by the school district for compliance with this section and other terms of the contract between the school district and contractor. School districts that purchase online courses through the online course catalog provided by the office of superintendent of public instruction are exempt from this provision;

(16) Contracts for services for students with disabilities shall comply with WAC 392-172A-04085 and 392-172A-04090;

(17) Full-time equivalent enrollment reported for students served under a contract with a higher education institution shall be based on the number of hours of instruction meeting the criteria in WAC 392-121-107 (1)(a) provided by staff of the higher education institution under the contract. This section does not apply to running start enrollment, which is governed by chapter 392-169 WAC or at-risk programs meeting the standards of subsection (18) of this section; and

(18) Full-time equivalent enrollment reported for students served under contract with a community or technical college as defined in RCW 28B.50.030 shall be based on the credits generated by the student consistent with WAC 392-169-025 if the program meets the following standards:

(a) The student is earning credits applicable to a high school diploma.

(b) The program is focused on serving credit deficient students.

(c) The student population served is considered at-risk and meet the following criteria:

(i) The students have already dropped out of high school; or

(ii) The students have not demonstrated success in the traditional high school environment.

(19) The school district requires the contractor to clearly state in all of the contractor's advertising, publicity, or public statements regarding the contracted service that the service is being offered by the school district under contract.

[Statutory Authority: RCW 28A.150.305. WSR 13-21-024, § 392-121-188, filed 10/7/13, effective 11/7/13; WSR 12-17-111, § 392-121-188, filed 8/20/12, effective 9/20/12. Statutory Authority: RCW 28A.150.290. WSR 09-06-038, § 392-121-188, filed 2/25/09, effective 3/28/09; WSR 07-23-024, § 392-121-188, filed 11/9/07, effective 12/10/07. Statutory Authority: 1997 c 265 § 6 and RCW 28A.150.290. WSR 99-08-008 (Order 99-01), § 392-121-188, filed 3/25/99, effective 4/25/99. Statutory Authority: RCW 28A.150.290. WSR 95-18-097, § 392-121-188, filed 9/6/95, effective 10/7/95; WSR 95-01-013, § 392-121-188, filed 12/8/94, effective 1/8/95.]

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## CERTIFICATED INSTRUCTIONAL STAFF

**WAC 392-121-200 Definition—Certificated employee.** As used in this chapter, "certificated employee" means:

(1) A person who holds a professional education certificate issued by the superintendent of public instruction and who is employed by a school district in a position for which such certificate is required by statute, rule of the professional educator standards board, or written policy or practice of the employing school district; or

(2) A superintendent or a person hired to fill a position designated as, or which is, in fact, deputy superintendent or assistant superintendent.

[Statutory Authority: RCW 28A.150.290(1). WSR 06-19-045, § 392-121-200, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-200, filed 1/11/88.]

**WAC 392-121-201 Definition—Contractor certificated employee.** As used in this chapter, "contractor certificated employee" means a person who holds a professional education certificate issued by the superintendent of public instruction and who is employed by a contractor as defined in WAC 392-121-188 in a position for which such certificate is required.

[Statutory Authority: 1997 c 265 § 6 and RCW 28A.150.290. WSR 99-08-008 (Order 99-01), § 392-121-201, filed 3/25/99, effective 4/25/99. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-201, filed 10/18/95, effective 11/18/95.]

**WAC 392-121-205 Definition—District certificated instructional employee.** As used in this chapter, "district certificated instructional employee" means any district certificated employee who is employed in whole or part as one or more of the following:

(1) An elementary, secondary or other teacher who instructs pupils in classes or courses;

(2) An educational staff associate who assists, evaluates, counsels, or instructs students in a manner consistent with the employee's educational staff associate certificate; or

(3) Other certificated staff assigned to the 300 or 400 series duty codes as defined in the S-275 personnel reporting instructions.

[Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-205, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-205, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-205, filed 1/11/88.]

**WAC 392-121-206 Definition—Contractor certificated instructional employee.** As used in this chapter, "contractor certificated instructional employee" means a contractor certificated employee who:

(1) Is employed by a contractor, pursuant to WAC 392-121-188, to serve students claimed for basic education funding by a school district; and

(2) Is employed as one or both of the following:

(a) An elementary, secondary or other teacher who instructs pupils in classes or courses; or

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(b) An educational staff associate who assists, evaluates, counsels, or instructs students in a manner consistent with the employee's educational staff associate certificate.

[Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-206, filed 11/1/02, effective 12/2/02. Statutory Authority: 1997 c 265 § 6 and RCW 28A.150.290. WSR 99-08-008 (Order 99-01), § 392-121-206, filed 3/25/99, effective 4/25/99. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-206, filed 10/18/95, effective 11/18/95.]

**WAC 392-121-210 Definition—Basic education certificated instructional employee.** As used in this chapter, "basic education certificated instructional employee" means a district certificated instructional employee or a contractor certificated instructional employee assigned in whole or in part to the following programs as defined in the accounting manual for public school districts in the state of Washington:

- (1) 01 Basic Education;
- (2) 02 Basic Education-Alternative Learning Experience;
- (3) 31 Vocational, Basic, State;
- (4) 34 Middle School Career and Technical Education-State;
- (5) 45 Skills Center, Basic, State; and
- (6) 97 Districtwide Support.

[Statutory Authority: RCW 28A.150.290(1). WSR 11-21-065, § 392-121-210, filed 10/17/11, effective 11/17/11. Statutory Authority: RCW 28A.150.290 [28A.150.290], 28A.505.140. WSR 01-08-048, § 392-121-210, filed 3/30/01, effective 4/30/01. Statutory Authority: 1997 c 265 § 6 and RCW 28A.150.290. WSR 99-08-008 (Order 99-01), § 392-121-210, filed 3/25/99, effective 4/25/99. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-210, filed 10/18/95, effective 11/18/95; WSR 92-23-044 (Order 92-15), § 392-121-210, filed 11/16/92, effective 12/17/92. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-210, filed 1/11/88.]

**WAC 392-121-212 Definition—Full-time equivalent (FTE) certificated instructional staff.** As used in this chapter, "full-time equivalent (FTE) certificated instructional staff" means the number of staff units determined as follows:

- (1) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services as a certificated instructional employee for not less than 180 full work days shall be counted as one FTE.
- (2) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services for 180 partial days as a certificated instructional employee shall be counted as a partial FTE, such part to be the quotient rounded to three decimal places obtained by dividing that part of the day worked by the full day as determined by the district.
- (3) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services for less than 180 full work days as a certificated instructional employee shall be counted as a partial FTE, such part to be the quotient rounded to three decimal places obtained by dividing the number of work days contracted for by 180: Provided, That if the normal annual full-time contract for the position exceeds 180 work days, the greater number of work days normally contracted shall be used as the divisor.
- (4) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services for less than 180 partial days as a certificated instructional

employee shall be counted as a partial FTE, such part to be the quotient rounded to three decimal places obtained by dividing the part of the day worked by the full day as determined by the district and then multiplying the result by the ratio of work days contracted for by 180: Provided, That if the normal annual full-time contract for the position exceeds 180 work days, the greater number of work days normally contracted shall be used in place of 180 in the ratio.

(5) No employee shall be counted as more than one full-time equivalent certificated staff unit.

(6) The length of a full work day as used in this section shall be determined by the district.

(7) As used in this section, contracts to provide services as a certificated instructional employee shall exclude supplemental contract services as defined under RCW 28A.400.200(4).

[Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-212, filed 11/1/02, effective 12/2/02.]

**WAC 392-121-215 Definition—Full-time equivalent (FTE) basic education certificated instructional staff.** As used in this chapter, "full-time equivalent (FTE) basic education certificated instructional staff" means the number of staff units determined as follows:

(1) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services as a basic education certificated instructional employee for not less than 180 full work days shall be counted as one FTE.

(2) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services for 180 partial days as a basic education certificated instructional employee shall be counted as a partial FTE, such part to be the quotient to three decimal places obtained by dividing that part of the day worked by the full day as determined by the district.

(3) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services for less than 180 full work days as a basic education certificated instructional employee shall be counted as a partial FTE, such part to be the quotient rounded to three decimal places obtained by dividing the number of work days contracted for by 180: Provided, That if the normal annual full-time contract for the position exceeds 180 work days, the greater number of work days normally contracted shall be used as the divisor.

(4) Each employee of the school district who, as of October 1 of the school year, is contracted to provide services for less than 180 partial days as a basic education certificated instructional employee shall be counted as a partial FTE, such part to be the quotient rounded to three decimal places obtained by dividing the part of the day worked by the full day as determined by the district and then multiplying the result by the ratio of work days contracted for to 180: Provided, That if the normal annual full-time contract for the position exceeds 180 work days, the greater number of work days normally contracted shall be used in place of 180 in the ratio.

(5) No employee shall be counted as more than one full-time equivalent basic education certificated staff unit.

(6) The length of a full work day as used in this section shall be determined by the district.

(7) As used in this section, contracts to provide services as a basic education certificated instructional employee shall exclude supplemental contract services as defined under RCW 28A.400.200(4).

[Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-215, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-215, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-215, filed 1/11/88.]

**WAC 392-121-217 Definition—Institutional education certificated instructional employee—Full-time equivalent institutional education certificated instructional staff.** As used in this chapter, "institutional education certificated instructional employee" and "full-time equivalent institution education certificated instructional staff" means a certificated instructional employee and full-time equivalent of certificated instructional employees assigned to the following programs:

- (1) 26 Special Education-Institutions-State;
- (2) 56 State Institutions, Centers and Homes-Delinquent;
- (3) 59 Institutions-Juveniles in Adult Jails.

[Statutory Authority: RCW 28A.150.290(1). WSR 11-21-065, § 392-121-217, filed 10/17/11, effective 11/17/11. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-217, filed 11/1/02, effective 12/2/02.]

**WAC 392-121-220 Definition—S-275 reporting process.** As used in this chapter, "S-275 reporting process" means the electronic personnel reporting process which is defined annually by the superintendent of public instruction.

This reporting process shall include individuals who are known as of October 1 to be:

- (1) District employees with a contract for certificated employment to provide services during the period September 1 through August 31;
- (2) Classified employees, employed by the district to provide services during the period September 1 through August 31; and
- (3) Contractor certificated instructional employees, contracted to provide services during the period September 1 through August 31.

[Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-220, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-220, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-220, filed 1/11/88.]

**WAC 392-121-225 Definition—Report S-275.** As used in this chapter, "Report S-275" means the alphabetic listing of certificated personnel employed by a school district on October 1 as prepared by the superintendent of public instruction from data submitted by the district through the S-275 reporting process for the school year.

[Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-225, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-225, filed 1/11/88.]

(9/25/14)

**WAC 392-121-249 Definition—Accredited institution of higher education.** As used in this chapter, "accredited institution of higher education" means a community college, college, or university which is accredited, or is a candidate for accreditation, by one of the regional accrediting associations, pursuant to WAC 181-78A-010(6), or by the distance education and training council, pursuant to WAC 181-78A-010(7).

[Statutory Authority: RCW 28A.150.290(1). WSR 11-21-065, § 392-121-249, filed 10/17/11, effective 11/17/11; WSR 06-19-045, § 392-121-249, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-249, filed 12/22/93, effective 1/22/94.]

**WAC 392-121-250 Definition—Highest degree level.** As used in this chapter, the term "highest degree level" means:

- (1) The highest degree earned by the employee from an accredited institution of higher education, pursuant to WAC 392-121-249; or
- (2) "Nondegreed" for a certificated instructional employee who:
  - (a) Holds no bachelor's or higher level degree; or
  - (b) Holds a bachelor's or higher level degree and a valid vocational/career and technical education certificate, but:
    - (i) The bachelor's or higher level degree was not a requirement of any past or present education certificate or permit, including the vocational/career and technical education certificate, pursuant to chapter 181-77 or 181-79A WAC; and
    - (ii) Whose highest placement pursuant to WAC 392-121-270 is as a nondegreed certificated instructional employee.

[Statutory Authority: RCW 28A.150.290(1). WSR 11-21-065, § 392-121-250, filed 10/17/11, effective 11/17/11; WSR 09-15-127, § 392-121-250, filed 7/20/09, effective 8/20/09; WSR 08-08-033, § 392-121-250, filed 3/25/08, effective 4/25/08; WSR 06-19-045, § 392-121-250, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-250, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-250, filed 1/11/88.]

**WAC 392-121-255 Definition—Academic credits.** As used in this chapter, "academic credits" means credits determined as follows:

- (1) Credits are earned after the awarding or conferring of the employee's first bachelor's degree;
- (2) Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter;
- (3) Credits are earned from an accredited institution of higher education: Provided, That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section, earned from any other accredited community college, college, or university and reported on Form S-275 on or before December 31, 1992, shall continue to be reported;
- (4) Credits are transferrable or applicable to a bachelor's or more advanced degree program: Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferrable or applicable to a bachelor's or more advanced degree program at that institution shall be counted;

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(5) Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262;

(6) Credits are not counted as in-service credits pursuant to WAC 392-121-257 or nondegree credits pursuant to WAC 392-121-259;

(7) The number of credits equals the number of quarter hours, units or semester hours each converted to quarter hours earned pursuant to this section; and

(8) Accumulate credits rounded to one decimal place.

[Statutory Authority: RCW 28A.150.290(1). WSR 11-21-065, § 392-121-255, filed 10/17/11, effective 11/17/11. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-255, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-255, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-255, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-255, filed 1/11/88.]

**WAC 392-121-257 Definition—In-service credits.** As used in this chapter, "in-service credits" means credits determined as follows:

(1) Credits are earned:

(a) After August 31, 1987; and

(b) After the awarding or conferring of the employee's first bachelor's degree.

(2) Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.

(3) Credits are earned in either:

(a) A locally approved in-service training program which means a program approved by a school district board of directors, and meeting standards adopted by the professional educator standards board pursuant to the standards in WAC 181-85-200 and the development of which has been participated in by an in-service training task force whose membership is the same as provided under RCW 28A.415.040; or

(b) A state approved continuing education program offered by an education agency approved to provide in-service for the purposes of continuing education as provided for under rules adopted by the professional educator standards board pursuant to chapter 181-85 WAC.

(4) Credits are not earned for the purpose of satisfying the requirements of the employee's next highest degree.

(5) Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.

(6) Credits are not counted as academic credits pursuant to WAC 392-121-255 or nondegree credits pursuant to WAC 392-121-259.

(7) Ten locally approved in-service or state approved continuing education credit hours defined in WAC 181-85-030 equal one in-service credit.

(8) Each forty hours of participation in an approved internship with a business, industry, or government agency pursuant to chapter 181-83 WAC equals one in-service credit.

(a) No more than two in-service credits may be earned as a result of an internship during any calendar-year period.

(b) Each individual is limited to a maximum of fifteen in-service credits earned from internships.

(9) Accumulate credits rounded to one decimal place.

[Statutory Authority: RCW 28A.150.290(1) and 28A.415.023. WSR 14-20-061, § 392-121-257, filed 9/25/14, effective 10/26/14; WSR 14-07-005, § 392-121-257, filed 3/6/14, effective 4/6/14. Statutory Authority: RCW 28A.150.290(1). WSR 06-19-045, § 392-121-257, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-257, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290 and chapter 28A.415 RCW. WSR 97-22-106 (Order 97-07), § 392-121-257, filed 11/5/97, effective 12/6/97. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-257, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-257, filed 12/22/93, effective 1/22/94. Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-257, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-257, filed 1/11/88.]

**WAC 392-121-259 Definition—Nondegree credits.**

As used in this chapter, "nondegree credits" means credits recognized for nondegree certificated instructional employees as follows:

(1) Zero credits shall be recognized for persons holding a valid certificate other than a certificate included in subsection (2) or (3) of this section.

(2) Thirty credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Nondegree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.

(iii) Nondegree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d).

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(4) Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.

(5) Accumulate credits rounded to one decimal place.

[Statutory Authority: RCW 28A.150.290(1). WSR 07-23-041, § 392-121-259, filed 11/14/07, effective 12/15/07; WSR 06-19-045, § 392-121-259, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-259, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW

28A.150.290 and chapter 28A.415 RCW. WSR 97-22-106 (Order 97-07), § 392-121-259, filed 11/5/97, effective 12/6/97. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-259, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-259, filed 12/22/93, effective 1/22/94.]

**WAC 392-121-261 Definition—Total eligible credits.**

As used in this chapter, "total eligible credits" means the total number of credits determined as follows:

(1) For an employee whose highest degree is a bachelor's degree, sum:

(a) Academic and in-service credits; and

(b) Nondegree credits, determined pursuant to WAC 392-121-259 and reported on Report S-275 prior to the awarding of the bachelor's degree for vocational/career and technical education instructors who obtain a bachelor's degree while employed in the state of Washington as a non-degreed vocational/career and technical education instructor.

(2) For an employee whose highest degree is a master's degree, sum:

(a) Academic and in-service credits in excess of forty-five earned after the awarding or conferring of the bachelor's degree and prior to the awarding or conferring of the master's degree; and

(b) Academic and in-service credits earned after the awarding or conferring of the master's degree.

(3) For a nondegreed employee sum only nondegree credits.

[Statutory Authority: RCW 28A.150.290(1). WSR 06-19-045, § 392-121-261, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-261, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-261, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 90-13-088 (Order 15), § 392-121-261, filed 6/20/90, effective 7/21/90.]

**WAC 392-121-262 Definition—Additional criteria for all credits.** Credits earned after September 1, 1995, must satisfy the following criteria in addition to those found in WAC 392-121-255, 392-121-257, and 392-121-259:

(1) At the time credits are recognized by the school district the content of the course must meet at least one of the following:

(a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;

(b) It pertains to the individual's current assignment or expected assignment for the following school year;

(c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;

(d) It is specifically required for obtaining advanced levels of certification;

(e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;

(f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one

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under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or

(g) Beginning in the 2011-12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.-100, including the professional development training provided in RCW 28A.405.106.

(2) Credits which have been determined to meet one or more of the criteria in subsection (1) of this section shall continue to be recognized in subsequent school years and by subsequent school district employers; and

(3) Credits not recognized in a school year may be recognized in a subsequent school year if there is a change in the qualifying criteria such as a change in professional educator standards board rules, a change in the district's strategic plan, a change in the school-based plan for the school in which the individual is assigned, a change in the individual's assignment, or a change in the individual's employer.

[Statutory Authority: RCW 28A.150.290(1) and 28A.415.023. WSR 13-05-072, § 392-121-262, filed 2/19/13, effective 3/22/13. Statutory Authority: RCW 28A.150.290(1). WSR 06-19-045, § 392-121-262, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.150.290(1) and 28A.415.023. WSR 05-22-008, § 392-121-262, filed 10/20/05, effective 1/1/06. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-262, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290 and chapter 28A.415 RCW. WSR 97-22-106 (Order 97-07), § 392-121-262, filed 11/5/97, effective 12/6/97. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-262, filed 10/18/95, effective 11/18/95.]

**WAC 392-121-264 Definition—Certificated years of experience.** Regardless of the experience factors used by a school district for the purposes of its salary schedule(s), as used in this chapter, the term "certificated years of experience" means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out-of-state, and a foreign country. School districts shall report all certificated years of experience including those beyond the experience limit of the school district's salary schedule.

(1) Professional education employment shall be limited to the following:

(a) Employment in public or private preschools or elementary and secondary schools in positions which require certification where:

(i) Schools include the Centrum education program, the Pacific Science Center education program, educational centers authorized under chapter 28A.205 RCW, and Seattle Children's Hospital education program;

(ii) Certification means the concurrent public professional education licensing requirements established in the state, province, country, or other governmental unit in which employment occurred and which, for the state of Washington, refers to the certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC 181-79A-128;

(b) Employment in public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable to those which require certification in Washington school districts;

(c) Employment in a governmental educational agency with regional administrative responsibilities for preschool, elementary, and/or secondary education including but not

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limited to an educational service district, office of superintendent of public instruction, or United States department of education in any professional position including but not limited to C.P.A., architect, business manager, or physician;

(d) Experience in the following areas:

(i) Military, Peace Corps, or Vista service which interrupted professional education employment included in (a), (b), or (c) of this subsection; and

(ii) Sabbatical leave.

(e) For nondegreed vocational/career and technical education instructors, up to a maximum of six years of management experience as defined in WAC 181-77-003(6) acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held. If a degree is obtained while employed in the state of Washington as a nondegreed vocational/career and technical education instructor, the eligible years of management experience pursuant to this subsection reported on Report S-275 prior to the awarding of the degree shall continue to be reported but shall not increase.

(f) Beginning in the 2007-08 school year, for occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers regulated under Title 18 RCW, years of experience may include employment as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, that does not otherwise meet the requirements of (a) through (e) of this subsection, subject to the following conditions and limitations:

(i) Experience included under this subsection shall be limited to a maximum of two years.

(ii) The calculation of years of experience shall be that one year of experience in a school or other nonschool position counts as one year of experience for the purposes of this subsection, per subsection (2)(a) of this section.

(iii) Employment as occupational therapists shall be limited to the following:

(A) In positions requiring licensure as an occupational therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid occupational therapist license, or other comparable occupational therapist credential.

(iv) Employment as physical therapists shall be limited to the following:

(A) In positions requiring licensure as a physical therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid physical therapist license, or other comparable physical therapist credential.

(v) Employment as nurses shall be limited to the following:

(A) In positions requiring licensure as a registered nurse under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid registered nurse license, or other comparable registered nurse credential.

(vi) Employment as speech-language pathologists or audiologists shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by speech-language pathologists or audiologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for conditional certification as a school speech-language pathologist or audiologist established in WAC 181-79A-231 (1)(c)(iv).

(vii) Employment as counselors shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by counselors regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school counselor established in WAC 181-79A-231(3).

(viii) Employment as psychologists shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by psychologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school psychologist established in WAC 181-79A-231(3).

(ix) Employment as social workers shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by social workers regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school social worker established in WAC 181-79A-231(3).

(x) Certificated years of experience as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, determined pursuant to this subsection and reported on Report S-275, by teachers and other certificated staff who are no longer employed as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, shall continue to be reported but shall not increase.

(2) Years of full-time and part-time professional education employment prior to the current reporting school year are accumulated as follows:

(a) For each professional education employment which is not employment as a casual substitute pursuant to subsection (1)(a) of this section;

(i) Determine the total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) Determine the number of hours, or other unit of measure, per year with each employer, including paid leave and excluding unpaid leave;

(iii) Calculate the quotient of the hours, or other unit of measure, determined in (a)(ii) of this subsection divided by the hours, or other unit of measure, in (a)(i) of this subsection rounded to two decimal places for each year.

(b) For professional education employment as a casual substitute pursuant to subsection (1)(a) of this section:



(i) Determine the total number of full-time equivalent substitute days per year;

(ii) Calculate the quotient of full-time equivalent days determined in (b)(i) of this subsection divided by 180 rounded to two decimal places for each year.

(c) No more than 1.0 year may be accumulated in any traditional nine-month academic year or any twelve-month period.

(i) Accumulate, for each year, professional education employment calculated in (a)(iii) and (b)(ii) of this subsection.

(ii) Determine the smaller of the result in (c)(i) of this subsection or 1.00 for each year.

(d) Determine certificated years of experience as the accumulation of all years of professional education employment calculated in (c)(ii) of this subsection and report such years rounded to one decimal place.

[Statutory Authority: RCW 28A.150.290(1). WSR 10-07-141, § 392-121-264, filed 3/23/10, effective 4/23/10. Statutory Authority: RCW 28A.150.290. WSR 09-06-038, § 392-121-264, filed 2/25/09, effective 3/28/09. Statutory Authority: RCW 28A.150.290(1). WSR 08-03-086, § 392-121-264, filed 1/16/08, effective 2/16/08; WSR 07-23-041, § 392-121-264, filed 11/14/07, effective 12/15/07; WSR 06-19-045, § 392-121-264, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, amended and recodified as § 392-121-264, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290 and chapter 28A.415 RCW. WSR 97-22-106 (Order 97-07), § 392-121-245, filed 11/5/97, effective 12/6/97. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-245, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-245, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-245, filed 1/11/88.]

**WAC 392-121-266 Definition—LEAP salary allocation documents.** As used in this chapter, "LEAP salary allocation documents" means the computerized tabulations prepared by the legislative evaluation and accountability program (LEAP) and identified in the state Operating Appropriations Act as part of the formula for determining average salaries for the purpose of allocating state moneys to school districts.

[Statutory Authority: RCW 28A.150.290. WSR 92-23-044 (Order 92-15), § 392-121-266, filed 11/16/92, effective 12/17/92.]

**WAC 392-121-270 Placement of certificated instructional employees on LEAP salary allocation documents.** Each certificated instructional employee shall be placed on LEAP salary allocation documents with the highest placement based on the employee's highest degree level, total eligible credits, and certificated years of experience each defined in this chapter: Provided, That

(1) If an employee holds more than one degree of the same level, additional credits shall be counted after the first degree.

(2) An employee whose highest degree is a bachelor's degree, whose total eligible credits are ninety or greater, and whose total eligible credits earned prior to January 1, 1992, were less than one hundred thirty-five shall be placed on the BA + 90 column.

(3) An employee whose highest degree level is nondegreed shall be placed on the BA columns except that such persons holding valid vocational/career and technical educa-

(9/25/14)

tion certificates with one hundred thirty-five or more eligible credits shall be placed on the MA + 0 column.

(4) A vocational/career and technical education instructor who obtains a bachelor's degree while employed in the state of Washington as a nondegreed vocational/career and technical education instructor and for whom one hundred thirty-five or more eligible credits determined pursuant to WAC 392-121-259 were reported on Report S-275 prior to the awarding of that bachelor's degree shall continue to be placed on the MA + 0 column and shall not advance to any other column unless a master's degree is obtained.

(5) For placement on LEAP salary allocation documents, total eligible credits and certificated years of experience shall be rounded to the nearest whole number. One-half credit or year shall be rounded to the next highest credit or year.

[Statutory Authority: RCW 28A.150.290(1). WSR 08-08-033, § 392-121-270, filed 3/25/08, effective 4/25/08; WSR 06-19-045, § 392-121-270, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-270, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-270, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-270, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.150.290. WSR 92-23-044 (Order 92-15), § 392-121-270, filed 11/16/92, effective 12/17/92. Statutory Authority: RCW 28A.150.290 and 1990 1st ex.s. c 16 § 502. WSR 91-02-097 (Order 51), § 392-121-270, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 90-13-088 (Order 15), § 392-121-270, filed 6/20/90, effective 7/21/90; WSR 88-03-013 (Order 88-8), § 392-121-270, filed 1/11/88.]

**WAC 392-121-280 Placement on LEAP salary allocation documents—Documentation required.** School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. The minimum requirements are as follows:

(1) Districts shall document the date of awarding or conferring of the highest degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the accredited institution of higher education.

(a) If the highest degree is a master's degree, the district shall also document the date of awarding or conferring of the first bachelor's degree.

(b) If the degree was awarded by an institution which does not confer degrees after each term, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

(c) If the degree program was completed in a country other than the United States, documentation must include documentation in English of degree equivalency for the appropriate degree as allowed by WAC 181-79A-260: Provided, That documentation of degree equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7).

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(2) Districts shall document academic credits by having on file a transcript from the registrar of the accredited institution of higher education granting the credits. For purposes of this subsection:

(a) An academic credit is deemed "earned" at the end of the term for which it appears on the transcript: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

(b) Washington state community college credits numbered one hundred and above are deemed transferable for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection;

(c) Credits are not deemed "earned" at an institution of higher education which transfers-in credits. Such credits must be documented using a transcript from the initial granting institution and are subject to all the limitations of WAC 392-121-255;

(d) If the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from a foreign credentials' evaluation agency approved by the office of superintendent of public instruction: Provided, That documentation of degree equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7); and

(e) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(3) Districts shall document in-service credits:

(a) By having on file a document meeting standards established in WAC 181-85-107; and

(b) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(4) Districts shall document nondegree credits.

(a) For vocational/career and technical education educator training credits pursuant to WAC 392-121-259(3) districts shall have on file a document meeting standards established in WAC 181-85-107 and evidence that the training was authorized pursuant to WAC 181-77-003 (2), (9), or (12).

(b) For credits calculated from converted occupational experience pursuant to WAC 392-121-259(3) districts shall have on file documents which provide:

(i) Evidence that the occupational experience meets the requirements of WAC 181-77-003(7);

(ii) Evidence of the individual's actual number of hours of employment for each year including dates of employment; and

(iii) The district calculation of converted credits pursuant to WAC 392-121-259(3).

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(5) Districts shall document certificated years of experience as follows:

(a) For certificated years of experience obtained and reported on Report S-275 prior to the 1994-95 school year districts shall have on file documents that provide evidence of employment including dates of employment.

(b) For certificated years of experience reported on Report S-275 for the first time after the 1993-94 school year districts shall have on file:

(i) The total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) The number of hours, or other unit of measure (worked by the employee), per year and dates of employment with each employer, including paid leave and excluding unpaid leave: Provided, That documentation of hours in excess of one full-time certificated year of experience in any twelve-month period is not required;

(iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this subsection divided by the hours, or other unit of measure, in (b)(i) of this subsection rounded to two decimal places for each year;

(iv) The name and address of the employer;

(v) For those counting out-of-district experience pursuant to WAC 392-121-264 (1)(a), evidence whether or not the position required professional education certification pursuant to WAC 392-121-264 (1)(a)(ii);

(vi) For those counting experience pursuant to WAC 392-121-264 (1)(b), a brief description of the previous employment which documents the school district's decision that the position was comparable to one requiring certification in the Washington school districts;

(vii) For those counting management experience pursuant to WAC 392-121-264 (1)(e), evidence that the experience meets the requirements of WAC 181-77-003(6);

(viii) For those counting experience (for educational staff associates) pursuant to WAC 392-121-264 (1)(f), evidence that the previous employment meets the requirements in the applicable subsections of WAC 392-121-264 (1)(f).

(6) Any documentation required by this section may be original or copies of the original: Provided, That each copy is subject to school district acceptance or rejection.

(7) The falsification or deliberate misrepresentation, including omission of a material fact concerning degrees, credits, or experience by an education practitioner as defined in WAC 181-87-035 shall be deemed an act of unprofessional conduct pursuant to WAC 181-87-050. In such an event the provisions of chapters 181-86 and 181-87 WAC shall apply.

[Statutory Authority: RCW 28A.150.290(1) and 28A.415.024. WSR 14-07-006, § 392-121-280, filed 3/6/14, effective 4/6/14. Statutory Authority: RCW 28A.150.290(1). WSR 11-21-065, § 392-121-280, filed 10/17/11, effective 11/17/11; WSR 07-23-070, § 392-121-280, filed 11/19/07, effective 12/20/07; WSR 06-19-045, § 392-121-280, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b)

of the 2002 supplemental budget. WSR 02-22-065, § 392-121-280, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290 and chapter 28A.415 RCW. WSR 97-22-106 (Order 97-07), § 392-121-280, filed 11/5/97, effective 12/6/97. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-280, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-280, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.150.290. WSR 92-23-044 (Order 92-15), § 392-121-280, filed 11/16/92, effective 12/17/92. Statutory Authority: RCW 28A.150.290 and 1990 1st ex.s. c 16 § 502. WSR 91-02-097 (Order 51), § 392-121-280, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-280, filed 1/11/88.]

**WAC 392-121-295 Definition—District average certificated instructional staff mix factor.** As used in this chapter, "district average certificated instructional staff mix factor" means the number rounded to five decimal places determined as follows:

(1) Assign a staff mix factor to each certificated instructional employee excluding institutional education employees by placing the employee on the appropriate LEAP salary allocation document pursuant to WAC 392-121-270;

(2) Multiply the result by the full-time equivalency for the time each employee meets the definition of full-time equivalent certificated instructional employee pursuant to WAC 392-121-212 excluding only full-time equivalent institutional education staff;

(3) Sum the results obtained in subsection (2) of this section for all certificated instructional employees of the school district excluding institutional education employees; and

(4) Divide the result by the district's total full-time equivalent certificated instructional staff excluding full-time equivalent institutional education staff.

(5) For the purpose of this section certificated instructional staff are those employed by the school district or a contractor of the school district as of October 1 of the school year as reported to the superintendent of public instruction on Report S-275.

[Statutory Authority: RCW 28A.150.290(1). WSR 11-21-065, § 392-121-295, filed 10/17/11, effective 11/17/11. Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-295, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290. WSR 95-21-096 (Order 95-09), § 392-121-295, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW 28A.150.290, 28A.150.400 and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-295, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28A.150.290. WSR 92-23-044 (Order 92-15), § 392-121-295, filed 11/16/92, effective 12/17/92. Statutory Authority: RCW 28A.150.290 and 1990 1st ex.s. c 16 § 502. WSR 91-02-097 (Order 51), § 392-121-295, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-295, filed 1/11/88.]

**WAC 392-121-299 Determination of district average certificated instructional staff salary for the purpose of apportionment.** Each school district's average certificated instructional staff salary for the purpose of apportioning state general fund moneys to school districts pursuant to RCW 28A.150.250 and 28A.150.260 shall be determined by the superintendent of public instruction as provided in the biennial Operating Appropriations Act using definitions and procedures provided in this chapter.

[Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-299, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290 and 1990 1st ex.s.

c 16 § 502. WSR 91-02-097 (Order 51), § 392-121-299, filed 1/2/91, effective 2/2/91. Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-299, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-299, filed 1/11/88.]

## APPORTIONMENT

**WAC 392-121-400 Apportionment of basic education moneys.** From the basic education moneys appropriated to the superintendent of public instruction, the superintendent shall allocate moneys as follows:

(1) Allocations shall be made pursuant to chapter 28A.150 RCW, the state Operating Appropriations Act, and this chapter.

(2) Allocations shall be made in twelve monthly payments during the school year pursuant to RCW 28A.510.250 to each school district operating a program approved by the state board of education.

(a) Initial monthly payments shall be based on estimates of such data as the superintendent of public instruction deems necessary to commence payment for the school year, such estimates to be submitted by school districts to the educational service districts or superintendent of public instruction on forms provided by the superintendent of public instruction. The latest date on which a school district may make changes in these data shall be the date on which the school district files its budget with the educational service district.

(b) As the school year progresses, monthly payments to school districts shall be adjusted to reflect actual full-time equivalent students enrolled, district average certificated instructional staff salary for purpose of apportionment, other school district characteristics, deductible revenues and such other data as are deemed necessary by the superintendent and reported by school districts and other governmental agencies on forms provided or approved by the superintendent of public instruction.

[Statutory Authority: RCW 28A.150.290(1) and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-400, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW 28A.150.290. WSR 92-23-044 (Order 92-15), § 392-121-400, filed 11/16/92, effective 12/17/92. Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-400, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-400, filed 1/11/88.]

**WAC 392-121-415 Basic education allocation—Deductible revenues.** In addition to those funds appropriated by the legislature for basic education allocation purposes, the following locally available general fund revenues shall be included in the computation of the total annual basic education allocation of each school district pursuant to RCW 28A.150.250 and 28A.150.260 and shall be deducted from payments made pursuant to WAC 392-121-400:

(1) Proceeds from the sale, rental or lease of stone, minerals, timber, forest products, other crops and matter, and improvements from or on tax title real property managed by a county pursuant to chapter 36.35 RCW;

(2) Proceeds from state forests pursuant to RCW 79.22.040 and 79.22.050;

(3) Federal in lieu of tax payments made pursuant to RCW 84.72.020; and

(4) Proceeds from the sale of lumber, timber, and timber products on military reservations or facilities in accordance with U.S.C. §2665, Title 10, and P.L. 97-99.

(5) Local in lieu of tax payments including but not limited to payments made pursuant to RCW 35.82.210, 35.83.040, and 79.19.110.

Otherwise deductible revenues from any of the foregoing sources received by a school district due solely to the district's levy of a capital projects fund or debt service fund excess tax levy shall constitute nongeneral fund revenues and shall not be deducted in the computation of the district's annual basic education allocation for that school year.

[Statutory Authority: RCW 28A.150.290. WSR 09-06-038, § 392-121-415, filed 2/25/09, effective 3/28/09. Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-415, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.41.170. WSR 89-16-015 (Order 89-04), § 392-121-415, filed 7/21/89, effective 8/21/89. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-415, filed 1/11/88.]

**WAC 392-121-420 Basic education allocation—Federal forest funds.** The superintendent of public instruction shall [distribute] [allocate] federal forest fund[s pursuant] [moneys received under Title 16, section 500, United States Code and shall adjust basic education allocations in accordance with] to RCW 28A.520.020 and 28A.150.250[: Provided, That allocations of federal forest fund moneys received for school districts in Skamania County pursuant to Title 16, section 500, United States Code and section 8 of Public Law 97-243, the Mt. St. Helens National Volcanic Monument Act, and adjustments to basic education allocations for these school districts, shall be made pursuant to the Judgment and Decree entered by the United States District Court, Western District of Washington at Tacoma, on September 26, 1989, in cause number C87-676TB].

[Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-420, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.41.170. WSR 90-12-079 (Order 11), § 392-121-420, filed 6/1/90, effective 7/2/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-420, filed 1/11/88.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 392-121-421 Definition—Resident student—Basic education allocation—Federal forest funds.** As used in RCW 28A.520.020, resident full-time equivalent students means full-time equivalent students as defined in WAC 392-121-122, excluding students enrolled in alternative learning experience programs who reside outside the county of the school district boundaries.

[Statutory Authority: 2011 c 278 § 1(5). WSR 12-03-068, § 392-121-421, filed 1/12/12, effective 2/12/12.]

**WAC 392-121-425 Basic education allocation during strike.** Unless a school district's program is disapproved in accordance with WAC 180-16-162 through 180-16-164, basic education allocations shall continue for the period of a strike.

[Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-425, filed 1/11/88.]

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**WAC 392-121-430 Kindergarten and grade one through twelve programs considered collectively—Failure to operate an approved program—Denial of apportionment.** For the purpose of this chapter, a school district's scheduled kindergarten and grade one through twelve programs shall be considered collectively. The total program of a district may not be subdivided for the purpose of applying program approval standards. Those school days which are conducted during the period of a strike following transmittal of a notice of disapproval shall be discounted for state basic education entitlement purposes at the rate of one hundred-eightieth of the district's basic education entitlement for the school year per school day: Provided, That kindergarten and grade one through twelve programs shall be considered separately for the purpose of computing compliance with minimum school day requirements and any loss of basic education entitlement.

[Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-430, filed 1/11/88.]

**WAC 392-121-435 Transfer of basic education allocation.** The board of directors of a school district may request the superintendent of public instruction to pay a portion of the district's basic education allocation to another school district or an educational service district. The request must be submitted on Form 1324 and must state the dollar amount of the transfer. The board can modify the dollar amount of the transfer by submitting another Form 1324 to the superintendent of public instruction. Unless the form requesting a transfer states a timeline for making the transfer, the superintendent of public instruction shall execute the transfer pursuant to the provisions of WAC 392-121-400.

[Statutory Authority: RCW 28A.150.290. WSR 96-03-001, § 392-121-435, filed 1/3/96, effective 2/3/96.]

**WAC 392-121-436 Emergency advance payments—School district application.** The board of directors of a school district may apply for any emergency advance on the school district's basic education allocation. The application shall take the form of a resolution adopted by the board of directors setting forth the following:

- (1) The nature of the unforeseen condition requiring the advance;
- (2) The amount requested to be advanced;
- (3) The net cash and investment balance of the general fund as of the date of the resolution;
- (4) A forecast of the general fund receipts, disbursements, and net cash and investment balance for each month remaining in the fiscal year; and
- (5) A disclosure of any existing or planned general fund revenue anticipation notes.
- (6) A disclosure of any existing or planned general fund loan to or from another fund of the school district.

[Statutory Authority: RCW 28A.150.400 and 28A.150.290. WSR 90-19-040 (Order 28), § 392-121-436, filed 9/13/90, effective 10/14/90.]

**WAC 392-121-438 Emergency advance payments—Approval criteria.** The superintendent of public instruction shall approve requests for an emergency advance if the following conditions are met:

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(1) The unforeseen condition causing the need for the emergency advance could not have been anticipated by a reasonably prudent person.

(2) It is probable that if the emergency advance is not made that the school district will be on:

(a) An interest-bearing, warrant-issuing basis within two months following the receipt of the resolution; and

(b) Warrant interest for at least three months from September through June.

(3) The school district shall not have:

(a) Cash investments of the general fund during the months it estimates that it would pay warrant interest except for the emergency advance; or

(b) Inter-fund loans from the general fund to any other funds during the months it estimates that it would pay warrant interest; or

(c) Any existing or anticipated general fund revenue anticipated notes.

[Statutory Authority: RCW 28A.150.400 and 28A.150.290. WSR 90-19-040 (Order 28), § 392-121-438, filed 9/13/90, effective 10/14/90.]

**WAC 392-121-440 Emergency advance payments—Determination of amount.** The superintendent of public instruction shall calculate the emergency advance on the school district's basic education allocation as the lesser of:

(1) The amount set forth in the school district's resolution;

(2) An amount not to exceed ten percent of the total amount to become due and apportionable to the district from September 1 through August 31 of the school year.

(3) The highest negative monthly cash and investment balance of the general fund between the date of the resolution and May 31st of the school year less any redirection of a school district's basic education allocation to the capital projects fund, debt service fund, or both.

[Statutory Authority: RCW 28A.150.290. WSR 09-06-038, § 392-121-440, filed 2/25/09, effective 3/28/09. Statutory Authority: RCW 28A.150.400 and 28A.150.290. WSR 90-19-040 (Order 28), § 392-121-440, filed 9/13/90, effective 10/14/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-440, filed 1/11/88.]

**WAC 392-121-442 Emergency advance payments—Forfeiture of earnings on emergency advance.** The superintendent of public instruction shall deduct from a school district's basic education allocation apportionment entitlement the amount of any earnings by the school district on the investment of a temporary cash surplus due to a previously obtained emergency advance.

[Statutory Authority: RCW 28A.150.400 and 28A.150.290. WSR 90-19-040 (Order 28), § 392-121-442, filed 9/13/90, effective 10/14/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-442, filed 1/11/88.]

**WAC 392-121-443 Emergency advance payments—Repayment of advances.** Repayments of advances will be accomplished by a reduction in the school district's apportionment payments on or before June in the current school year.

[Statutory Authority: RCW 28A.150.400 and 28A.150.290. WSR 90-19-040 (Order 28), § 392-121-443, filed 9/13/90, effective 10/14/90.]

(9/25/14)

**WAC 392-121-445 Procedure for crediting portion of basic education allocation for capital purposes in school districts.** If a local school district board of directors wishes to direct a portion of the district's annual basic education allocation to the school district's capital projects fund or debt service fund pursuant to RCW 28A.150.270, the district board shall execute a resolution requesting the superintendent of public instruction to approve the transfer of a portion of that allocation to the district's capital projects fund and/or debt service fund. Such board resolutions shall specify the justification in detail and the dollar amount to be transferred to the capital projects fund and/or debt service fund. Such resolution should be received by the superintendent of public instruction on or before the tenth of the month when the transfer to the capital projects fund and/or debt service fund is to begin. Such moneys transferred to either of these funds pursuant to this section cannot be subsequently transferred to the credit of another fund.

Resolutions requesting the superintendent of public instruction to approve the transfer of a portion of the district's basic education allocation to the capital projects fund and/or the debt service fund will not be given by the superintendent of public instruction if the loss of general fund revenue to the district will result in an out-of-balance general fund budget. Any school district that would have an out-of-balance general fund budget after the potential loss of general fund revenue which would result from such a transfer of revenue shall revise the general fund budget document to be in balance following appropriate budget modification or extension procedures in order for the superintendent of public instruction to approve the resolution. A budget modification or extension may be necessary for the capital projects fund and/or debt service fund.

Upon approval of the resolution by the superintendent of public instruction, operating transfer(s) will be authorized from the general fund to the capital projects fund and/or debt service fund.

[Statutory Authority: RCW 28A.150.270. WSR 93-04-054 (Order 93-01), § 392-121-445, filed 1/28/93, effective 2/28/93. Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-121-445, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-445, filed 1/11/88.]

**WAC 392-121-460 Fire district allocation.** In addition to those moneys distributed for basic education purposes, school districts are entitled per RCW 52.30.020 to be reimbursed for moneys expended for the purchase of fire protection services from fire protection districts. Only school plants located in a fire protection district established pursuant to Title 52 RCW shall be eligible for such moneys.

Payment to districts shall be made each July as a part of the monthly apportionment allocation.

The headcount enrollment used to compute each district's reimbursement will be as of October 1 of the school year for which the allocation is being made. The count shall be entered on forms provided to school districts by the superintendent of public instruction.

Any moneys allocated to school districts for the purpose stated in this rule and not used for this purpose shall be recovered by the superintendent of public instruction from a district's monthly apportionment allocation.

[Statutory Authority: RCW 28A.41.055 and 28A.41.170. WSR 88-03-013 (Order 88-8), § 392-121-460, filed 1/11/88.]

**WAC 392-121-465 Formula for and distribution of state moneys for the state incentive grants for increased enrollment in vocational skills centers program.** The purpose of this section is to establish policies and procedures for the calculation and distribution of state incentive moneys to school districts increasing their enrollments in vocational skills centers.

(1) As used in this section, the term "average annual full-time equivalent students" or AAFTE shall be defined as that term is defined in WAC 392-121-133(1).

(2) Enrollment used in this calculation shall be the AAFTE reported in the form and by the deadline required by the superintendent of public instruction.

(3) A district's state incentive grants for increased enrollment in vocational skills centers shall be calculated as follows:

(a) Determine the increase in the vocational skill center AAFTE of the resident district from the base year of 2004-05 to the current year;

(b) Multiply the number of students obtained in (a) of this subsection by the per pupil allocation established and subject to the limitations in the State Operating Appropriations Act in effect at the time the apportionment is due; and

(c) The product is the district's annual incentive payment.

(4) As provided in the State Operating Appropriations Act in effect at the time apportionment is due, money appropriated but not spent in subsection (3) of this section shall be distributed to skills centers for increased capacity of summer vocational programs. The allocation methodology shall be based upon the skills center full-time equivalent reported enrollment from the prior October 1.

(5) The superintendent of public instruction shall apportion to districts for the state incentive grants for increased enrollment in vocational skills centers the amount calculated per district in this section in June of each year commencing June 2006.

[Statutory Authority: RCW 28A.150.290. WSR 06-17-141, § 392-121-465, filed 8/22/06, effective 9/22/06; WSR 05-19-138, § 392-121-465, filed 9/21/05, effective 10/22/05.]

## WITHHOLDING FOR REPAYMENT OF FEDERAL MONEYS

**WAC 392-121-500 Withholding for repayment of federal moneys—Applicable provisions.** The provisions of WAC 392-121-500 through 392-121-545 apply to the withholding of basic education allocations pursuant to chapter 103, Laws of 1990 to facilitate repayment of school district expenditures to the federal government pursuant to WAC 392-115-090 or a federal audit resolution process.

[Statutory Authority: RCW 28A.150.290. WSR 91-14-038 (Order 91-10), § 392-121-500, filed 6/26/91, effective 7/27/91. Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-500, filed 3/7/91, effective 4/7/91.]

**WAC 392-121-505 Withholding for repayment of federal moneys—Definition—Disallowed costs.** As used in

[Ch. 392-121 WAC p. 28]

WAC 392-121-500 through 392-121-545, "disallowed costs" means the same as defined in WAC 392-115-055.

[Statutory Authority: RCW 28A.150.290. WSR 91-14-038 (Order 91-10), § 392-121-505, filed 6/26/91, effective 7/27/91. Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-505, filed 3/7/91, effective 4/7/91.]

**WAC 392-121-510 Withholding for repayment of federal moneys—Definition—Management decision letter.** As used in WAC 392-121-500 through 392-121-545, "management decision letter" means the same as defined in WAC 392-115-070.

[Statutory Authority: RCW 28A.150.290. WSR 91-14-038 (Order 91-10), § 392-121-510, filed 6/26/91, effective 7/27/91. Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-510, filed 3/7/91, effective 4/7/91.]

**WAC 392-121-515 Withholding for repayment of federal moneys—Definition—Acceptable repayment plan.** As used in WAC 392-121-500 through 392-121-545, "acceptable repayment plan" means a plan agreed to by the superintendent of public instruction for repayment of disallowed costs plus accrued interest as determined by the federal government.

[Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-515, filed 3/7/91, effective 4/7/91.]

**WAC 392-121-520 Withholding for repayment of federal moneys—Definition—Substantial impairment.** As used in WAC 392-121-500 through 392-121-545, "substantial impairment" means that after reducing the school district's current school year basic education allocation by the amount of disallowed costs plus accrued interest the school district is likely to incur a negative unreserved general fund balance as of August 31 of the current school year and is unlikely to be able to balance the school district general fund budget for the ensuing school year without requesting the superintendent of public instruction for permission to budget receivables pursuant to WAC 392-123-060.

[Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-520, filed 3/7/91, effective 4/7/91.]

**WAC 392-121-525 Withholding for repayment of federal moneys—Determination of substantial impairment.** If any school district does not repay disallowed costs plus accrued interest or commit to an acceptable repayment plan within thirty calendar days of issuance of the management decision letter, the superintendent of public instruction shall determine if substantial impairment exists.

[Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-525, filed 3/7/91, effective 4/7/91.]

**WAC 392-121-530 Withholding for repayment of federal moneys—Notice of substantial impairment.** If the superintendent of public instruction determines pursuant to WAC 392-121-525 that substantial impairment exists, the superintendent of public instruction shall notify the school district in writing that:

(1) No withholding shall occur until such time as substantial impairment no longer exists;

(9/25/14)

(2) Unless the school district repays disallowed costs plus accrued interest or agrees to an acceptable repayment plan, the superintendent of public instruction, at least once every twelve months, or sooner at the request of the school district, shall determine if substantial impairment exists pursuant to WAC 392-121-525; and

(3) Interest will continue to accrue until the amount of disallowed costs plus accrued interest are repaid to the federal government.

[Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-530, filed 3/7/91, effective 4/7/91.]

**WAC 392-121-535 Withholding for repayment of federal moneys—Notice of intent to withhold basic education allocations.** If the superintendent of public instruction determines pursuant to WAC 392-121-525 that substantial impairment does not exist, the superintendent of public instruction shall notify the school district in writing of intent to withhold basic education allocations.

[Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-535, filed 3/7/91, effective 4/7/91.]

**WAC 392-121-540 Withholding for repayment of federal moneys—Withholding of basic education allocations.** If the school district does not repay disallowed costs plus accrued interest or commit to an acceptable repayment plan within thirty calendar days of the notice provided pursuant to WAC 392-121-535, the superintendent of public instruction shall withhold from the school district's next basic education apportionment payment an amount equal to the disallowed costs plus accrued interest. After the initial withholding the superintendent of public instruction shall withhold amounts for additional interest accruing on disallowed costs.

[Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-540, filed 3/7/91, effective 4/7/91.]

**WAC 392-121-545 Withholding for repayment of federal moneys—Payment of withheld basic education allocations.** Moneys withheld pursuant to WAC 392-121-540 shall be restored to the school district or paid to the federal government as provided in this section.

(1) If the school district repays disallowed costs plus accrued interest to the federal government or commits to an acceptable repayment plan before the close of the state biennium in which withholding occurred the superintendent of public instruction shall restore withheld moneys to the school district's basic education allocation.

(2) If the school district does not repay or commit to repay pursuant to subsection (1) of this section, the superintendent of public instruction shall request the legislature for reappropriation of basic education moneys for the purpose of repaying the federal government. The requested reappropriation shall include amounts for interest accruing on disallowed costs up to the anticipated date of repayment to the federal government.

(3) Upon reappropriation of moneys pursuant to subsection (2) of this section, the superintendent of public instruction shall pay an amount equal to the disallowed costs plus accrued interest to the federal government.

(9/25/14)

[Statutory Authority: RCW 28A.150.290 and 1990 c 103. WSR 91-07-006 (Order 44), § 392-121-545, filed 3/7/91, effective 4/7/91.]

## VOCATIONAL INDIRECT COST LIMIT

**WAC 392-121-570 Vocational indirect cost limit—Applicable code provisions—Purpose—Effective date.** (1) WAC 392-121-570 through 392-121-578 define the fifteen percent limit on indirect cost charges to school district state-funded vocational-secondary programs as required by the Biennial Operating Appropriations Act. These rules do not apply to federal vocational funding which is governed by federal policies.

(2) The purpose of these sections is to assure that state allocations for vocational education are expended by school districts to support state vocational programs. The minimum levels defined here are not to be construed as recommended expenditure levels.

(3) These sections are effective for the 2002-03 school year and thereafter.

(4) WAC 392-121-570 through 392-121-578 also apply to program 34, with program 34 substituted wherever program 31 appears. Running start does not apply to program 34.

[Statutory Authority: RCW 28A.150.290. WSR 13-05-049, § 392-121-570, filed 2/13/13, effective 3/16/13. Statutory Authority: 2002 c 371 § 502(2) and RCW 28A.150.290. WSR 04-01-058, § 392-121-570, filed 12/11/03, effective 1/11/04.]

**WAC 392-121-571 Vocational indirect cost limit—Definitions.** As used in WAC 392-121-570 through 392-121-578:

(1) "Program 31" means the vocational-basic-state program as defined in the *Accounting Manual for Public School Districts in the State of Washington*.

(2) "Basic allocation for vocational students" means the amount of money generated by a school district's vocational full-time equivalent enrollment in the general apportionment formula using the state funding formula factors including the grade 4-12 staffing ratios without enhancement, and using the district's average certificated instructional staff mix factor for program 31 staff from the district's S-275 personnel report.

(3) "Enhancement allocation for vocational students" means the additional money above the basic allocation for vocational students generated by a school district's vocational full-time equivalent enrollment as a result of the enhanced state vocational staffing ratio and enhanced nonemployee related cost allocation for vocational students. This enhancement shall be calculated using the district's average certificated instructional staff mix factor for program 31.

(4) "Vocational running start allocation" means the amount generated in the general apportionment formula by a school district's running start students enrolled in vocational courses in a community or technical college pursuant to chapter 392-169 WAC.

[Statutory Authority: 2002 c 371 § 502(2) and RCW 28A.150.290. WSR 04-01-058, § 392-121-571, filed 12/11/03, effective 1/11/04.]

**WAC 392-121-573 Vocational indirect cost limit—Calculation of minimum program 31 expenditures.** Each school district's minimum program 31 expenditures equal the sum of the following amounts:

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(1) Eighty-five percent of the total basic and vocational enhancement allocations for vocational students;

(2) Ninety-three percent of the vocational running start allocation; plus

(3) Any carryover from the prior school year allowed under WAC 392-121-578.

[Statutory Authority: 2002 c 371 § 502(2) and RCW 28A.150.290. WSR 04-01-058, § 392-121-573, filed 12/11/03, effective 1/11/04.]

**WAC 392-121-574 Vocational indirect cost limit—Preliminary notice to school districts below the minimum expenditure level.** (1) After the close of the school year, and before December 31, the superintendent of public instruction shall compare each school district's program 31 expenditures for the school year as reported on the district's Report F-196 annual year end financial statements to the district's minimum program 31 expenditures.

(2) If a district's program 31 expenditures are less than the minimum, then the superintendent shall notify the district of the results of the calculation including any potential recovery of state funding.

[Statutory Authority: 2002 c 371 § 502(2) and RCW 28A.150.290. WSR 04-01-058, § 392-121-574, filed 12/11/03, effective 1/11/04.]

**WAC 392-121-576 Vocational indirect cost limit—School district requests for review and adjustment.** (1) After receiving notice of the preliminary notice pursuant to WAC 392-121-574, and before the ensuing January 15, a school district may request review and adjustment to the superintendent's calculations. The request shall be in a form prescribed by the superintendent of public instruction and shall be signed by the school district superintendent or the superintendent's designee.

(2) Grounds for review and adjustment include:

(a) Errors in the calculation; or

(b) Inaccurate school district data used in the calculation.

(3) A district requesting review and adjustment due to inaccurate school district data shall submit corrected data pursuant to the superintendent's instructions.

(4) The superintendent of public instruction shall correct any errors in the calculations or revise the school district data used in the calculations as appropriate.

[Statutory Authority: 2002 c 371 § 502(2) and RCW 28A.150.290. WSR 04-01-058, § 392-121-576, filed 12/11/03, effective 1/11/04.]

**WAC 392-121-578 Vocational indirect cost limit—Recovery of state allocations.** (1) At the time of the January apportionment calculations after the close of the school year, the superintendent of public instruction shall recalculate each school district's minimum direct expenditures.

(2) If the district's program 31 expenditures are below the minimum program 31 expenditure amount, the district shall be allowed to carry over into the ensuing school year an amount equal to up to ten percent of the minimum expenditure amount excluding any carryover from the prior school year. The actual amount carried over to the ensuing year shall be no more than the vocational enhancement less the recovery.

(3) The superintendent of public instruction shall recover from the district's general apportionment allocation as a prior year adjustment an amount equal to the lesser of the district's enhancement allocation for vocational students or the following amount:

(a) The district's minimum program 31 expenditures; minus

(b) The district's program 31 expenditures plus any allowable carryover.

(4) Recoveries made pursuant to this section shall be adjusted after the January apportionment calculation if revised enrollment, staff mix, or expenditure data submitted by the district and accepted by the superintendent of public instruction materially affects the district's recovery amount.

[Statutory Authority: RCW 28A.150.290. WSR 13-05-049, § 392-121-578, filed 2/13/13, effective 3/16/13. Statutory Authority: 2002 c 371 § 502(2) and RCW 28A.150.290. WSR 04-01-058, § 392-121-578, filed 12/11/03, effective 1/11/04.]