




Office of Deputy Mayor Jennifer C. Niles  
John A. Wilson Building | 1350 Pennsylvania Ave, NW, Suite 307 | Washington, DC 20004

**MEMORANDUM**

**TO:** LEA Leaders and Financial/Operational Managers  
**FROM:** Jennifer Niles, Deputy Mayor for Education   
**DATE:** April 13, 2017  
**SUBJECT:** Mock FY18 Enrollment Projections for Revised LEA Payment Process

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Starting SY2017-18 (FY18), the City will implement the revised LEA Payment process for LEAs serving PK3-12 grade students. This first year will be a “hold harmless” budget year meaning that the PK3-12 grade LEAs payments will not be adjusted up or down if their March enrollment falls below or above the October 5 enrollment<sup>1</sup>. For the second year of implementation for PK3-12 grade LEAs (SY2018-19/FY19) and for future years, the hold harmless provision will no longer be in effect and payments will be adjusted if LEAs gain or lose students mid-year.

In anticipation of the LEA payment going into effect, the DME and OSSE, with support from DC PCSB and FOCUS, are conducting a mock projection process for FY18 to give us vital data for the development of business rules and for LEAs to practice using this new projection methodology. This mock projection process will take a March mid-year projected enrollment into account. The goals of the mock projection process are to:

1. Gather data of LEAs projected March enrollment to use in the mathematical modeling needed to propose the business rules for the revised LEA system;
2. Simulate efforts to determine how a LEA’s budget would have been impacted if the hold harmless provision wasn’t in effect; and
3. Start to get all parties, including LEAs, accustomed to the new projection process taking mid-year attrition/growth into account.

These mock projections will be used for simulation purposes only; they will not affect the FY18 enrollment projections/budget that have already been submitted and they will not negatively affect LEA payments in SY17-18.

Attached you will find an example of the budget shell to be used to submit your March 5, 2018 enrollment projections. DME staff will send your LEA budget shell with FY18 projected October enrollments already filled in. This means your team will only need to fill in the **March 5, 2018 projections**.





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In addition, my team will also separately send you a report with historic trends to help you and your team as you formulate the March 5, 2018 enrollment estimates. The report shows enrollment trends for your LEA, including historical mid-year attrition/growth. Please use this report, your understanding of enrollment trends in your LEA, and any anticipated enrollment plans for next year to fill in the estimated March enrollment projections in the budget shell.

We are asking that you fill in the anticipated March 5, 2018 enrollment projections for each of the UPSFF categories and return it to DME staff via email **by May 12**. These submissions will be reviewed by DME, OSSE, and PCSB. The project team may follow up with you or your finance manager if we have any questions.

DME staff members will be holding two office hours to discuss the mock projection process and answer any questions you may have on April 26 and May 4. Please RSVP to the office hours using Eventbrite:

- April 26: <https://www.eventbrite.com/e/lea-payment-fy18-mock-projections-office-hours-tickets-33710165011>
- May 4: <https://www.eventbrite.com/e/lea-payment-fy18-mock-projections-office-hours-tickets-33710269323>

In the meantime, if you have any questions about the request and the supporting documents, please contact Jenn Comey at [jennifer.comey@dc.gov](mailto:jennifer.comey@dc.gov) or Richelle Russell at [Richelle.russell@dc.gov](mailto:Richelle.russell@dc.gov) in my office.

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<sup>i</sup> The DME is pursuing private funds to incent LEAs to add students above their enrollment projection mid-year in 2017-2018. The specifics of the fund have not been determined, but it would likely award a pro-rated amount per student. The hope is that this would allow LEAs to refine their policies and practices related to mid-year entries and transfers prior to 2018-2019. Charter LEAs would need approval from the PCSB if they planned to add students above their enrollment ceiling.



# SAMPLE

## Completed FY2018 Mock Enrollment Projection Budget Shell

### District of Columbia Public Charter Schools Per Pupil Funding Analysis FY 2018 MOCK ENROLLMENT PROJECTION

General Education	SCHOOL CERTIFIED	SCHOOL PROPOSED
	OCTOBER ENROLLMENT	MARCH ENROLLMENT
Grade Level		
Pre-Kindergarten 3	210	206
Pre-Kindergarten 4	190	187
Kindergarten	225	221
Grades 1	225	221
Grades 2	200	196
Grades 3	200	192
Grades 4	170	164
Grades 5	165	159
Grades 6	0	0
Grades 7	0	0
Grades 8	0	0
Grades 9	0	0
Grades 10	0	0
Grades 11	0	0
Grades 12	0	0
Alternative	0	0
Special Ed Schools	0	0
Adult	0	0
<b>Subtotal General Education</b>	<b>1,585</b>	<b>1,546</b>

FY18 October enrollments are already filled in.

**Fill in your projected March enrollments in this column.**

If your LEA historically loses or gains enrollments in March compared to the October enrollments, then adjust your projection accordingly (please refer to your Historical Trends report) .

Alternatively, if your LEA is implementing new plans for recruitment or retention, please adjust accordingly.

Special Education		
Level 1	15	17
Level 2	5	8
Level 3	5	6
Level 4	8	8
<b>Subtotal for Special Ed</b>	<b>33</b>	<b>39</b>

Blackman Jones Compliance	33	39
Attorney's Fees Supplement	33	39
<b>Subtotal Special Ed Compliance</b>	<b>33</b>	<b>39</b>

English Language Learners		
<b>Subtotal - ELL</b>	<b>84</b>	<b>80</b>

Special Education-Residential		
Level 1 Residential	0	0
Level 2 Residential	0	0
Level 3 Residential	0	0
Level 4 Residential	0	0
<i>Subtotal for Special Ed Residential</i>	<b>0</b>	<b>0</b>

English as a Second Language Residential		
<b>LEP/NEP Residential</b>	<b>0</b>	<b>0</b>

Residential		
<b>Residential</b>	<b>0</b>	<b>0</b>

<b>AT RISK STUDENTS</b>	<b>297</b>	<b>286</b>
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Special Education Add-ons & (ESY)		
Level 1 ESY		
Level 2 ESY		
Level 3 ESY		
Level 4 ESY		
<i>Subtotal for Special Ed - ESY</i>	<b>0</b>	<b>0</b>

If the March projections for your LEA differ from historical trends, please use this space to briefly explain the difference in your enrollment methodology:

Complete the same process for Special Education, ELL, and at-risk students, and any residential students at your LEA.

For example, if your LEA historically gains special education students due to late identification, adjust the March enrollment projections up for the individual SPED levels.

If your LEA historically loses at-risk students mid-year, adjust those projections down.