

Using the OSPI Estimator Tool

Step 1: Enter the proposed number of students, in each grade, on the **Enrollment** worksheet. The colored circles and boxes correspond to the various grade bands identified on the OSPI Estimator Tool – see page 2 for additional instructions.

Grade Bands - K-3rd Grade - **Red** 4th Grade - **Blue** 5-6th Grade - **Purple** 7-8th Grade – **Orange** 9-12th Grade - **Yellow**

The total enrollment circled on the **Enrollment** worksheet, should correspond to the **Total Enroll** that is automatically calculated on the **OSPI Estimator Tool** (see **green circles**).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3				XYZ Charter School										
4				ENROLLMENT and STUDENT POPULATION										
5														
6														
7			ENROLLMENT	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	
8			Kindergarten	50.00	50.00	75.00	75.00	75.00	-	-	-	-	-	
9			1st Grade	50.00	50.00	50.00	75.00	75.00	-	-	-	-	-	
10			2nd Grade	-	50.00	50.00	50.00	75.00	-	-	-	-	-	
11			3rd Grade	-	-	50.00	50.00	50.00	-	-	-	-	-	
12			4th Grade	-	-	-	50.00	50.00	-	-	-	-	-	
13			5th Grade	-	-	-	-	50.00	-	-	-	-	-	
14			6th Grade	-	-	-	-	-	-	-	-	-	-	
15			7th Grade	-	-	-	-	-	-	-	-	-	-	
16			8th Grade	-	-	-	-	-	-	-	-	-	-	
17			9th Grade	-	-	-	-	-	-	-	-	-	-	
18			10th Grade	-	-	-	-	-	-	-	-	-	-	
19			11th Grade	-	-	-	-	-	-	-	-	-	-	
20			12th Grade	-	-	-	-	-	-	-	-	-	-	
21														
22			Total Elementary Enrollment	100.00	150.00	225.00	300.00	375.00	-	-	-	-	-	
23			Total Middle School Enrollment	-	-	-	-	-	-	-	-	-	-	
24			Total High School Enrollment	-	-	-	-	-	-	-	-	-	-	
25			Total Enrollment	100.00	150.00	225.00	300.00	375.00	-	-	-	-	-	
26			Change in Net Enrollment from Prior Year	100.00	50.00	75.00	75.00	75.00	(375.00)	-	-	-	-	
27														

Step 2: Enter total enrollment for each grade band to calculate each individual year's *Per Pupil* allocation (see yellow arrows). Please note the different grade bands – as your school grows, you may enter enrollment numbers in multiple categories (see Year 4 & Year 5 as examples). You will use the estimator tool 5 separate times to generate 5 different per pupil allocation amounts. The *Per Pupil* total generated will then be entered on the *Assumptions* worksheet (see yellow arrows on page 5).

You will also choose your regionalization factor (see red arrows) based on the school district where your proposed school will be located (or the school district nearest to your schools proposed location). Your regionalization factor should remain the same for all five years. This example uses a factor of 1.18.

YEAR 1

	A	B	AB	A
2		Enter Enroll		
3	K-3 FTE	100.00		
4	4 FTE	-		
5	5-6 FTE	-		
6	7-8 FTE	-		
7	9-12 FTE	-		
16	Total Enroll	100.00		
17	Regionalization	1.18		
18				
19	Revenue 3100	1,355,265.17		
20	Per Pupil	13,552.65		
21				
22	District	Regionalization (Pick from Drop-Down in A17)		
23	Battle Ground	1.06		
24	Bellevue	1.18		
25	Bellingham	1.12		
26	Bremerton	1.18		
27	Federal Way	1.12		
28	Everett	1.12		

YEAR 2

	A	B	AB	A
2		Enter Enroll		
3	K-3 FTE	150.00		
4	4 FTE	-		
5	5-6 FTE	-		
6	7-8 FTE	-		
7	9-12 FTE	-		
16	Total Enroll	150.00		
17	Regionalization	1.18		
18				
19	Revenue 3100	1,753,660.28		
20	Per Pupil	11,691.07		
21				
22	District	Regionalization (Pick from Drop-Down in A17)		
23	Battle Ground	1.06		
24	Bellevue	1.18		
25	Bellingham	1.12		
26	Bremerton	1.18		
27	Federal Way	1.12		
28	Everett	1.12		

YEAR 3

	A	B	AB	AC
2		Enter Enroll		
3	K-3 FTE	225.00		
4	4 FTE	-		
5	5-6 FTE	-		
6	7-8 FTE	-		
7	9-12 FTE	-		
16	Total Enroll	225.00		
17	Regionalization	1.18		
18				
19	Revenue 3100	2,461,664.29		
20	Per Pupil	10,940.73		
21				
22	District	Regionalization (Pick from Drop-Down in A17)		
23	Battle Ground	1.06		
24	Bellevue	1.18		
25	Bellingham	1.12		
26	Bremerton	1.18		
27	Federal Way	1.12		
28	Fordale	1.12		

YEAR 4

	A	B	AB	A
2		Enter Enroll		
3	K-3 FTE	250.00		
4	4 FTE	50.00		
5	5-6 FTE	-		
6	7-8 FTE	-		
7	9-12 FTE	-		
16	Total Enroll	300.00		
17	Regionalization	1.18		
18				
19	Revenue 3100	3,141,921.11		
20	Per Pupil	10,473.07		
21				
22	District	Regionalization (Pick from Drop-Down in A17)		
23	Battle Ground	1.06		
24	Bellevue	1.18		
25	Bellingham	1.12		
26	Bremerton	1.18		
27	Federal Way	1.12		
28	Fordale	1.12		

YEAR 5

	A	B	AB	AC
2		Enter Enroll		
3	K-3 FTE	275.00		
4	4 FTE	50.00		
5	5-6 FTE	50.00		
6	7-8 FTE	-		
7	9-12 FTE	-		
16	Total Enroll	375.00		
17	Regionalization	1.18		
18				
19	Revenue 3100	3,822,329.03		
20	Per Pupil	10,192.88		
21				
22	District	Regionalization (Pick from Drop-Down in A17)		
23	Battle Ground	1.06		
24	Bellevue	1.18		
25	Bellingham	1.12		
26	Bremerton	1.18		
27	Federal Way	1.12		
28	Everett	1.12		

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Step 3: Once you have calculated each year's per pupil allocation, enter the totals on the **Assumptions** worksheet in the 3100- Apportionment line (cells H33-L33).

		XYZ Charter School													
		REVENUE AND EXPENSE ASSUMPTIONS													
		2020-21	2021-22	2022-23	2023-24	2024-25	NOTES / INSTRUCTIONS								
		<table border="1"> <thead> <tr> <th colspan="2">ASSUMPTION KEY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PER STUDENT</td> </tr> <tr> <td>2</td> <td>PER STAFF</td> </tr> <tr> <td>3</td> <td>PER SCHOOL</td> </tr> </tbody> </table>					ASSUMPTION KEY		1	PER STUDENT	2	PER STAFF	3	PER SCHOOL	
ASSUMPTION KEY															
1	PER STUDENT														
2	PER STAFF														
3	PER SCHOOL														
		<p style="background-color: black; color: white; padding: 2px; text-align: center;">Enter the % increase below for which the amount entered in column F should increase each year.</p>													
REVENUE															
1000 - LOCAL TAXES															
1100 - Local Property Tax	-	0.00%	0.00%	0.00%	0.00%	0.00%									
1900 - Other Local Taxes	-	0.00%	0.00%	0.00%	0.00%	0.00%									
Custom LOCAL TAXES	-	0.00%	0.00%	0.00%	0.00%	0.00%									
TOTAL LOCAL TAXES															
2000 - LOCAL SUPPORT - NON-TAX															
2200 - Sale Of Goods, Supplies, & Services - Unassigned	-	0.00%	0.00%	0.00%	0.00%	0.00%									
2500 - Gifts Grants, and Donations (Local)	-	0.00%	0.00%	0.00%	0.00%	0.00%									
Custom LOCAL SUPPORT - NON-TAX	-	0.00%	0.00%	0.00%	0.00%	0.00%									
TOTAL LOCAL SUPPORT - NON-TAX															
3000 - STATE REVENUE - GENERAL PURPOSE															
3100 - Apportionment	1.00	\$ 13,552.65	\$ 11,691.07	\$ 10,940.73	\$ 10,473.07	\$ 10,192.88	<p>Enter in enrollment for YRs 1-5 (one year at a time) cells B3-B15 in the 'OSPI Estimator Tool' tab. The tool will produce a per pupil amount for that year based on enrollment entered and district chosen (cell B17). Enter those yearly per pupil amounts in cells H33 - L33 (do not enter an amount in cell F33). The per pupil amount entered will then be multiplied by the enrollment entered on the 'Enrollment' tab and will carry through to the '5 YR Budget' tab.</p>								
Custom STATE REVENUE - GENERAL PURPOSE	-	0.00%	0.00%	0.00%	0.00%	0.00%									
TOTAL STATE REVENUE - GENERAL PURPOSE															
4000 - STATE REVENUE - SPECIAL PURPOSE															

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