

Enrollment Rules

The number of students enrolled in a county school system is a very important number for use in the calculation of state aid to schools. A snapshot of enrollment is taken on the last day of the second school month. All students actively enrolled on that date are counted as ENROLLED for that county school system.

Enrollment in WVEIS should be done according to the following rules:

1. Public School Student in Grades K Through 12

Students are enrolled in a register that reflects the student's grade level. An appropriate enrollment code is used.

Example: COK is the kindergarten register, C12 is the senior register

2. Public School Student with Disabilities in Grades K through 12

Students are enrolled as in item 1.

3. Non-Public/Home Schooled Student Enrolled in a Public School for Part-Time

Student is enrolled in an appropriate grade level register.

Student is enrolled with and EC enrollment code.

The FTE of attendance is entered on the registration screen.

Example: If a student is enrolled for one period in an eight period day, enter and FTE of 0.125.

4. Home Bound Student

Students receiving home bound services are enrolled the same as any full-time public school student as defined in item 1 above.

5. Student in Mountaineer Challenge Program, Chestnut Mountain Ranch or DHHR Out-of-State Placement

- TM-EM – transfer to and enrollment in Mountaineer Challenge
- TN-EN – transfer to Chestnut Mountain Ranch
- TO-EO – DHHR Out-of-State Placement

In all these instances the student remains assigned to the home school but are coded as a transfer for the first day of nonattendance at the home school and the enrollment date showing when they began the program. When the student returns to the home school the school uses the T1 and EA codes for the first day of attendance.

6. Non-Public/Home Schooled Student

Not enrolled in public schools unless they are taking classes part-time and then they are enrolled per item 3.

7. Non-Public/Home Schooled Student with Disabilities

Enrolled in the R district for the county unless they are in one of the early childhood program and then they are enrolled as appropriate.

8. Students enrolled in early childhood programs shall be enrolled using the following system:

Beginning in the 2016-2017 school year, early childhood students' grade levels are defined as E1 or E0, and the registers are CE1 or CE0. These are the only valid codes for use with students enrolled in early childhood programs. Grade levels and registers used in prior years to denote various FTE allocations (E2-E9 and CE2-CE9) have been discontinued.

Enrollment Weight	Register	Class	FTE
Full Time	CE1	E1	1.0
Part Time	CE0	E0	Must specify FTE on enrollment page in WVEIS

Please note that CE2-CE9 register codes and E2-E9 class codes have been discontinued.

The CE0 register is used for those children who are not enrolled in WV Pre-K and for children who are enrolled less than full-time with an enrollment code of EC and FTE value that is appropriate to the amount of time the child receives services. See the next page for guidance regarding children who are enrolled part-time in early childhood programs to determine the appropriate FTE value for entry into WVEIS.

Special Note: Early Childhood and the “R District”

Enrollment in the **R** district is intended to be used only for children enrolled in private and parochial schools who receive special education services or other services through the public school system. These students should be enrolled with an enrollment code of “EC,” a register of “CE0,” a class of “E0,” and an FTE appropriate to the amount of time they receive services per week.

Note: Students who are enrolled in an off-site WV Pre-K classroom that is co-located in a private or parochial school **should be enrolled in the “0XX”** district rather than the R district. These off-site students are enrolled in a public Pre-K class, regardless of

the location. This note applies to students' special education records as well.

If you enroll a child in the **R** district and he/she subsequently enrolls in a public school, you must transfer the child to the correct district (i.e., move from **RXX** to **0XX**, where "XX" represents your county number). Children in the **R** district are not included in funding calculations and do not show up for ELRS or other reports.

If the students are physically located in a building that is included in the Master List of Schools, then they need to be directly enrolled and scheduled in that building.

Determining Less-than-full-time FTEs

Full-time PK enrollment is 1500 minutes per week. To determine less-than-full-time FTE of a student, use the documentation found at the following linked PDF ([PK FTE Chart](#)).