



The Washington State  
**BOARD OF EDUCATION**

# **Annual Minimum Basic Education Requirement Compliance and District Survey: Steps for Successful Completion**

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**Basic Education Manager**

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# Goal and Objectives

**To learn how to successfully complete and submit the Minimum Basic Education Requirement Compliance and District Survey:**

- **What is the Minimum Basic Education Requirement Compliance and District Survey?**
- **Why is the 2023-24 Basic Education Compliance Matrix needed?**
- **What is the Certificate of Conditional or Full Compliance?**
- **What is the deadline for submission?**
- **Will I get any feedback after we submit the Survey?**
- **How do I ask for help?**



# Washington State Statutory Foundations

- **RCW 28A. 150. 220**

**Basic education – Minimum instructional requirements – Program accessibility – Rules.**

**RCW 28A. 150. 220 (7)** states that:

"the state board of education shall adopt rules to implement and ensure compliance with the program requirements imposed by this section"

- **RCW 28A. 150. 250**

**Annual basic education allocation – Full funding – Withholding of funds for noncompliance.**

**RCW 28A. 150. 250 (3)(a)** states that:

"If a school district's basic education program fails to meet the basic education requirements, ... the state board of education may recommend to the superintendent of public instruction that the superintendent withhold state funds in whole or in part for the basic education allocation until program compliance is assured."

- **WAC 180-16-195**

**Annual reporting and review process.**

In the event a school district has not complied with the Basic Education law, a **certificate of noncompliance** must be issued in accordance with **WAC 180-16-195 (3)(d)** which states that:

"...upon the certification of noncompliance of a school district, state board of education staff shall notify the superintendent of public instruction and the school district of a certification of noncompliance immediately after the board meeting at which certification occurred."



# Minimum Basic Education Requirement Compliance and District Survey (1)

- **This Survey and certification of compliance with the Program of Basic Education are the responsibility of the Washington State Board of Education.**
- It is an **annual data collection tool** that allows to confirm compliance for the 2023-24 school year by responding to the survey questions.
- It is intended: 1) **to inform** districts of requirements and recommendations in current law; 2) **to gather information** that helps the Board promote a system that best meets the goals of Basic Education for all students. It has served to improve the state's K-12 educational system.
- It incorporates the **2023-24 Basic Education Matrix** that lists all the requirements.
- It is **no longer** located in the **FP 600 in iGrants**. The link to the Survey is distributed through the annual informational letter.



# The 2023-24 Basic Education Compliance Matrix (1)

- It lists required **educational offerings**. Basic education compliance is established through district attestation that they are providing each of the required offerings.
- It provides **four criteria for** recommendation of compliance/noncompliance:
  - **Mandated criterion:** shows the elements that **must be present** within the education program in every school district and LEA prior to a recommendation for certification of compliance.
  - **Required criterion:** describes elements which have an **explicit basic education or compulsory education reference** in statute, and the presence (or not) of the element factors into compliance recommendation.
  - **Notification criterion:** describes elements that are related to basic education but appear elsewhere in the statute and **do not have an explicit basic education reference**. These do not factor into the compliance recommendation and would result in a notification to the district.
  - **Encouraged criterion:** describes elements that are **encouraged** in the statute, and these do not factor into compliance recommendation.



# The 2023-24 Basic Education Compliance Matrix (2)

2023-24 Basic Education Compliance Matrix

Mandatory	Required	Notification	Encouraged
Minimum 180-Day School Year	Cardiopulmonary Resuscitation	Academic Acceleration Policy	Ethnic Studies
Grades K-12 Minimum Instructional Hours	AIDS Prevention Education Program	Comprehensive Sexual Health Education	History of Civil Rights Program
High School and Beyond Plan (HSBP)	Arts Instruction	Continuity of Operations Plan	Holocaust History Instruction
Credit and Subject Area Graduation Requirements	Elective Computer Science Course and State Learning Standards for Computer Science or Mathematics	Since Time Immemorial Curriculum	Instruction in Awareness of Bone Marrow Donation
Minimum College Entrance Requirements (CADRS)	Conservation, Natural Resources, and the Environment Learning Standards	Credit for Students in or Released from Institutional Education Facility	Seal of Biliteracy
Graduation Pathway Option(s)	Disability History and People with Disabilities Month	Financial Ed Standards	
	Financial Aid Advising Day	Electronic HSBP Platform	
	Observance of Veteran's Day	HSBP Initiation	
	Social-emotional Learning Standards and Benchmarks		
	Stand-Alone Civics Course (class of 2024)		
	Temperance and Good Citizenship Day/Voter registration		
	Study of Constitution of United States and Constitution of State of Washington		

Notes: Required means the offering is required for the current school year and factors into the compliance recommendation. Notification means the offering is required in law but does not factor into the compliance recommendation. Encourages means the offering is encouraged in law but does NOT factor into compliance the recommendation.

# The 2023-24 Basic Education Compliance Matrix (3)

## Educational Offerings Descriptor



Links both to the relevant statutes/rules and available WSSDA model policies are provided

Educational Offering	Students are required to complete to graduate (Graduation Requirement)	Districts/LEA are required to offer to all students	District/LEA are required to offer	District is encouraged to offer	Citation
<b>Mandatory</b>					<b>Must be addressed for a recommendation of certification</b>
Grades K-12 Minimum Instructional Hours		✓			<p>"(2) Each school district shall make available to students the following minimum instructional offering each school year:</p> <p>(a) For students enrolled in grades one through twelve, at least a district-wide annual average of one thousand hours, which shall be increased beginning in the 2015-16 school year to at least one thousand eighty instructional hours for students enrolled in grades nine through twelve and at least one thousand instructional hours for students in grades one through eight, all of which may be calculated by a school district using a district-wide annual average of instructional hours over grades one through twelve; and</p> <p>(b) For students enrolled in kindergarten, at least four hundred fifty instructional hours, which shall be increased to at least one thousand instructional hours according to the implementation schedule under RCW <b>28A 150.315</b>"</p> <p><a href="#">(RCW 28A.150.220) (See also WAC 180-16-200)</a></p> <p>Available WSSDA Model Policy : 2220 – School Calendar</p>
Minimum 180-Day School Year					<p>(5)(a) Each school district's kindergarten through twelfth grade basic educational program shall be accessible to all students who are five years of age, as provided by RCW 28A.225.160, and less than twenty-one years of age and shall consist of a minimum of one hundred eighty school days per school year in such grades as are conducted by a school district, and one hundred eighty half-days of instruction, or equivalent, in kindergarten, to be increased to a minimum of one hundred eighty school days per</p>

# Certificate of Compliance



- If a school district establishes **compliance** with the **mandatory and required**, but only with **some notification criteria**, it is recommended for a **full certification**, and the district will be notified of the potential issues with the remaining requirements.
- If a school district establishes **compliance** with the **mandatory** category and with **several (but not all) elements** of the **required** and the notification elements, it is recommended for a **conditional certification**, as long as the school district or LEA provides assurance of implementation of the missing basic education element(s) later in the school year.
- If a school district is **non-responsive, missing mandatory elements**, or **does not have a plan** for implementation of required elements, they will be recommended for **certification as non-compliant**.





# Minimum Basic Education Requirement Compliance and District Survey (2)

## Topics Covered by the Basic Education Collection

- District and Contact Information
- Grades Offered
- Days of Instruction and Waivers
- Instructional Hours
- Graduation Requirements and CADR's
- High School and Beyond Planning
- Access to Graduation Pathways
- Required Educational Offerings (All School Districts and LEAs)
- Required Educational Offerings (School Districts with a High School)
- Required Educational Activities (All School Districts and LEAs)
- Encouraged Activities and Offerings
- Mastery-Based Crediting and Learning
- GREW Waiver Usage and Administration Certification
- Review Your Responses
- Submit Your Responses

# Minimum Basic Education Requirement Compliance and District Survey (3)



- A **sample survey** is available for review. When going through it, consider whether the question applies to the situation in your school district before investing a lot of time into drafting a response. Why? The actual Survey uses **logic to only present relevant questions**.
- The "**Save and Continue**" function allows to save work, end the session, and return to the Survey at a later time.
- At the end of the Survey, there is a chance to **Review your Responses** and go back to change responses as needed.
- After it is submitted, an **email confirmation with a PDF attachment** showing the responses to the Survey prompts is sent. Items shown in **bold red** font indicate potential issues with responses that need to be addressed.



# Minimum Basic Education Requirement Compliance and District Survey (4)



## The Washington State **BOARD OF EDUCATION**

### 2023-24 - Minimum Basic Education Requirement Collection

#### Minimum Basic Education Requirement Compliance and District Survey

##### **Instructions and Information Before You Begin**

The State Board of Education, which is responsible for ensuring school district compliance with the requirements of the Program of Basic Education ([RCW 28A.150.220\(7\)](#), [WAC 180-16-195](#), and [WAC 180-16-200](#)), annually conducts a data collection that allows school districts to confirm compliance. Local educational agencies (LEAs) are also requested to complete this data collection. We use school district and LEA interchangeably, so even though the prompt refers to school districts, the prompt is intended to include school districts and LEAs (charter schools and tribal compacts).

**Most of the prompts reflect actions and offerings for the upcoming 2023-24 school year.** To implement the process of Basic Education certification, the SBE created the **2023-24 Basic Education Compliance Matrix** (shown [here](#)), which lists required educational offerings. Basic education compliance is established through district attestation that they are providing each of the required offerings.

For the 2023-24 school year, the survey application has been updated to address the evolving need to collect information from districts to help improve the state's K-12 educational system. **It is no longer necessary to complete FP 600 in iGrants as in previous years.** Your responses to this survey, and responses to possible follow-up questions from SBE staff, will complete the reporting requirement for the 2023-24 school year.

# Minimum Basic Education Requirement Compliance and District Survey (5)



"Save and Continue Later" function is available.  
"Back" and "Next" functions help review different sections of the Survey.

## Days of Instruction and Waivers

By answering the following questions, school districts provide prospective assurance of meeting minimum requirements of the program of basic education as described in [RCW 28A.150](#) for the 2023-24 school year.

The State Board of Education has a [FAQ on instructional hours](#), and in the end of 2022 the Office of Superintendent of Public Instruction released [Bulletin 077-22](#) regarding options for instructional funding models for the 2022-23 school year that could be taken into consideration for the 2023-24 school year. [WAC 180-16-195](#) and [WAC 180-16-200](#) have also been updated.

If the school district has questions about its compliance status, please email [sbe@k12.wa.us](mailto:sbe@k12.wa.us) and a State Board of Education (SBE) staff member will contact you.

**Quick tip:** To open links, we recommend right-clicking on links and selecting "open link in new tab"

### 6. Minimum 180-Day School Year

([RCW 28A.150.220](#), [RCW 28A.150.203](#), [RCW 28A.150.315](#))

The school year is accessible to all legally eligible students and consists of at least 180 school days for students in grades K-12, inclusive of any waivers granted by the Superintendent of Public Instruction. A district that has been granted a waiver of the minimum 180-day school year requirement is considered in compliance, provided the district meets the conditions of the waiver.

Will your school district make accessible to all legally eligible students 180 days of instruction? \*

- ☐ Yes, we have a 2023-24 calendar planned with 180 or more days
- ☐ No, we have a waiver to offer less than 180 days for the 2023-24 school year
- ☐ Other

Back

Next

Save and continue later

# Minimum Basic Education Requirement Compliance and District Survey (6)



## Example of a Possible Issue in PDF Conformation Letter

In this example, the respondent is notified of a compliance issue and provided a response to the issue. **The respondent should contact the SBE to verify if the response is sufficient.**

All public high schools must provide a program, directly or in cooperation with local community or technical colleges, skill centers, apprenticeship committees, or other school districts, for students who have plans to pursue career or work opportunities other than entrance to baccalaureate-granting institutions after high school graduation. ([RCW 28A. 230. 130](#))

In the 2023-24 school year, will each public high school in your district provide a program for students who have plans to pursue career or work opportunities other than entrance to baccalaureate-granting institutions after high school graduation?

No

**In the previous question, you responded that not all public high schools in your school district provide a program for students who have plans to pursue career or work opportunities other than entrance to baccalaureate-granting institutions after high school graduation. If your response is incorrect, go back and change your answer. If the response is correct, please briefly explain why each high school in the school district does not provide such a program.**

All of our high school students are in a virtual program through Vprep. These students live in every corner of the state and we have not yet been able to make arrangements with all the possible schooling options.

# Minimum Basic Education Requirement Compliance and District Survey (7)



“Download PDF Version” function is available.

**Respondents must use the “Submit” function in order to send their responses.**

## 14. Certification by Respondent

### 94. Certification

	Yes	No
Do you certify that the school district Superintendent or designee has or will review and provide a copy of this Basic Education Compliance document to the local School Board of Directors?	X	
Do you certify that the school district has maintained records supporting this certification for auditing purposes?	X	

### 95. Name of Person Responsible for this Submission

o Name

### 96. Title of Person Responsible for this Submission

o VV

### 97. Email of Person Responsible for this Submission

o MMM@BBB.edu

### 98. Telephone Number of Person Responsible for this Submission (Please enter the 10 digit number with no spaces or dashes (e.g., 3601239876))

o 1234567890

### 99. Date of Submission (select today from the calendar or enter the date as mm/dd/yyyy)

o 05/05/2023

### 100. Optional: Is there anything else you would like to share?

o nmjxf

[Download PDF Version](#)

Back

Submit

93%



# Deadline for Submission

- Responses submitted **on or before June 12**, there are no issues, school district could be certified as being in compliance for the 2023-24 school year at the SBE's **June meeting**.
  - Responses submitted **on or before August 1**, school district or LEA could be certified at the **August SBE meeting**.
  - Final school districts are certified at the **September 7 SBE meeting**.
  - **All responses** will need to be submitted **no later than August 23**.
- 
- We encourage you to complete and submit your responses **before the end** of the current school year, so that you and your staff are not tasked with this over the summer or at the start of the next school year.
  - We encourage you to appoint a **designated staff member** of your cabinet to be in charge of the Survey completion, and to communicate with us throughout the whole process.

# Communication with School Districts and LEAs

- A notice of launch on **May 15, 2023**.
- Confirmation email and PDF of responses highlighting possible issues immediately after submission.
- Instructions to follow a step-by-step process to correct errors or to contact SBE.
- Periodic notifications regarding updated certification status.
- One-on-one communication with school districts to resolve issues.
- A final notice is sent to the superintendent or LEA leader regarding a recommendation of certification of compliance.



# Help!

- Viktoria Bobyleva, Basic Education Manager, SBE  
[Viktoria.Bobyleva@k12.wa.us](mailto:Viktoria.Bobyleva@k12.wa.us)
- SBE Basic Education Compliance page  
[www.sbe.wa.gov/our-work/basic-education-compliance](http://www.sbe.wa.gov/our-work/basic-education-compliance)



# Help!(2)

## Basic Education Compliance page

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Career Readiness

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Education System Health

Emergency Waiver Program

Graduation Pathway Options

Graduation Requirements

High School and Beyond Plan

## Basic Education Compliance

SBE is responsible for ensuring Washington State public school district compliance with the Program of Basic Education, and annually conducts a survey that allows school districts to affirm compliance with the basic education law. **Are you an administrator that needs the link to the Basic Education survey? Email [Viktoria Bobyleva](#).**

For the 2023-24 school year, the survey application and format have been updated to accommodate new reporting requirements for range of new basic education elements , and to address the evolving need to collect information from districts to help improve the state's K-12 educational system. [Download a test copy of the survey.](#)

The prompts for the 2023-24 collection are provided here to review prior to initiating the collection process. The number of questions about credit graduation requirements and the emergency waiver program have been reduced, and a few questions about new mandated, recommended and encouraged basic education elements have been added. The purpose of these questions are:

- To help inform districts of new and existing requirements and recommendations in current basic education law.

### Highlights

[Register: May 31, 2023 BE Webinar](#)

Contact:

[Viktoria Bobyleva](#)

Basic Education Manager

# Status Updates on the SBE Basic Education Compliance page

- Approximately every **7-10 days**, SBE updates an Excel file on the **Basic Education Compliance webpage** showing the certification status of every school district or LEA.
- Visit the SBE website for steps to follow if:
  - You need the link to access and complete the survey or
  - You need more information about steps to take to resolve compliance issues

	A	F	G	H
	Name of School District or LEA	Submission Status as of 8:00 AM August 15, 2022	SUPERINTENDENT NAME	SUPERINTENDENT EMAIL
1				
2	Sample School District A	Issues Need Resolution	No Name	xxxx@wkrp.org
3	Sample School District B	Issues Need Resolution	No Name	xxxx@wkrp.org
4	Sample School District C	Certified - June 2023	No Name	xxxx@wkrp.org
5	Sample School District D	Certified - June 2023	No Name	xxxx@wkrp.org
6	Sample School District E	Certified - June 2023	No Name	xxxx@wkrp.org
7	Sample School District F	No Submission	No Name	xxxx@wkrp.org
8	Sample School District G	Certified - June 2023	No Name	xxxx@wkrp.org
9				



**Questions?**

**Comments?**

# Contact Information

**Website:** [www.SBE.wa.gov](http://www.SBE.wa.gov)

**Facebook:** [www.facebook.com/washingtonSBE](http://www.facebook.com/washingtonSBE)

**Twitter:** [@wa\\_SBE](https://twitter.com/wa_SBE)

**Email:** [sbe@k12.wa.us](mailto:sbe@k12.wa.us)

**Phone:** 360-725-6025

**Email updates:** [bit.ly/SBEupdates](http://bit.ly/SBEupdates)

