

FTE Student Enrollment Reporting Form for Private Academic Libraries

Academic library cost allocations for Statewide Database Licensing are typically based on FTE enrollment figures as reported to agencies such as the National Center for Educational Statistics (NCES). Because these numbers often take months or years to be officially released, and because they frequently list headcounts instead of FTE enrollment, we must rely on institutional self-reporting for most private academic institutions. To insure uniformity, please report FTE enrollment for fall 2020.

To guarantee accuracy and fairness, we request that each library return this form signed by an authorized representative of the institution's Registrar's Office, or someone of equivalent authority, not the librarian.

Institution Name	
_____ Fall 2020 FTE Student Enrollment	
I hereby certify the accuracy of this information as of the date indicated below:	
Signature of authorized representative (Digital or physical signature accepted)	Date
_____	_____
Type or print Name	Title
_____	_____
Phone	Email

Please return the signed version of this form using one of the following methods:

E-mail (preferred): Send PDF version to:
intent@sos.wa.gov

Fax: (360) 586-7575

Mail:
Statewide Database Licensing Project
Washington State Library
P.O. Box 42460
Olympia, WA 98504-2460