



COLORADO
Department of Education

Duplicate Count

2014-2015 Student October Count

Created by the Field Analyst Support Team (FAST)

Student October Count

- Each year, districts participate in the Student October Count data submission to the Colorado Department of Education, or CDE.
- Purpose of the submission is to determine:
 - District membership
 - Funding Eligibility
- **Maximum Funding:**
 - 1.0 FTE for students in grades 1-12
 - 0.5 FTE for kindergartners*
 - *kindergartners retained for a second year as a result of a district decision are eligible for full-time funding
 - 0.5 FTE for students identified as Home Study or Home School
 - 0.5 FTE for preschool students (unless approved for two CPP or ECARE slots)

Process

■ Nov. 7 – October Count submission closes

- Once districts have approved their Student October Count data snapshot, the Data Services unit at CDE verifies that the reported funding level for each student does not exceed the maximum funding eligibility by reviewing all State Assigned Student IDs, or SASIDS, across all district data submitted.
- If a SASID is found to be allotted more than the maximum funding allowed, the districts who submitted the SASID are notified that the SASID has been flagged for duplicate count process
- Districts should attempt to resolve any duplicates prior to letting them be resolved through the duplicate process at CDE

■ Nov. 14 – Duplicate Count documents due to FAST

- Documentation submitted to FAST at CDE via the Department's secure FTP site, Google docs, or by hand delivery
- FAST reviews all documentation for a given SASID to determine the eligible funding level allowed by each district

Process Cont.

- Nov. 21 A.M. – FAST finalizes duplicate count discussions
- Nov. 21 P.M. – Districts asked to modify any funding codes, resubmit data, recreate their snapshot, and then re-approve the snapshot
- Dec. 1 – Entire process completed
 - CDE makes every effort to complete the process prior to the Thanksgiving holiday break

Audit Exception Report

- If your district is identified as having an audit exception, you will be notified via email
- Access Audit Exception Report by logging into the Data Pipeline and then going to menu options:
Cognos Report -> Student October -> Audit Exception Report

Audit Documentation

- **For any student you are attempting to claim that is listed on the Audit Exception Report, you will need to provide:**
 - Enrollment history
 - Attendance for entire first semester
 - Individual schedule for secondary students valid as of Oct. 1
 - District calendar
 - Bell schedule
 - Notifications for students placed in approved facility schools

Audit Documentation

- For Online students:
 - Proof of residency, documentation supporting active participation into course content, class schedule, calendar, and bell schedule
- Detention center notifications
- Truancy documentation for truant pupils
- Grades, grade books, and other documentation relevant to student verification
- If Concurrently Enrolled:
 - Paid tuition bills if applicable, documentation supporting college credit hours, and Cooperative agreement between Local Education Provider (LEA) and Institute of Higher Education (IHE)

How to Submit Documents

- **Email a member of FAST to request an invitation to our secure FTP site**
 - 4 files uploaded at a time
 - Helps to zip files together if there is a lot of documentation
- **Can share documents on Google Drive**
 - Will need to give permission to FAST supervisor to view documents
- **Hand deliver to FAST at 201 E Colfax, Room 200, Denver, CO 80203 by 5:00 p.m. on Friday, Nov. 14**
- **Documentation submitted after deadline will not be reviewed or considered**
- **Best practice to submit documentation early in the event that additional information or clarification is required**

Hints

- **Best to try and resolve issue between districts prior to requesting FAST get involved**
 - Keep in mind enrollment, schedule, and active attendance on or as of the pupil enrollment count day
 - Oct. 1 count day takes priority to any alternative count days
- **Sometimes two students with similar identifying features (names, age, etc.) will have same SASID. Use household information to determine if student is the same or if they are sharing a SASID**
 - District whose student was assigned the SASID later will need to request new one through Record Integration Tracking System, or RITS
- **If FAST decides you are not eligible to count the student(s) for funding, you must change the funding code for the student(s) in question or remove them from your file entirely.**
- **After changes are made to file, please contact Annie Matula (matula_a@cde.state.co.us) to have the district snapshot unlocked so that you can re-create the snapshot to reflect changes made**
- **All changes must be resubmitted and the file must be re-approved by the end of business on Friday, Nov. 21.**

Questions?

Contact FAST:

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Thank you!