FAST News

October 2014

FAST is rolling out the October Newsletter a little early to ensure that all October Count information is received prior to the Pupil Enrollment Count Day.

Pupil Enrollment Count Day

Oct. 1 is just around the corner!

The Pupil Enrollment Count Day is coming up quickly. Please familiarize yourself with the Student October Count Resource Guide. The 11-day count window opens tomorrow, Sept. 24, for districts on a Monday through Friday schedule, and closes Oct. 8. Make sure to verify each student's enrollment, ensure that they have a schedule that satisfies full or part-time requirements, and confirm that they are in attendance. Additionally, be sure to correct any data errors before the end of Oct. 1. Contact FAST with any questions or refer to the Resource Guide on our website and the training videos, which should be posted soon!

ASCENT Update

There is a change to audit requirements for ASCENT students.

FAST will not be reviewing transcripts for ASCENT to verify 12 hours of post-secondary credits were completed or scheduled to be completed prior to the students enrolling in the ASCENT program. This is a program requirement and is not an audit requirement needed for funding.

Free-lunch Eligibility

It's time to identify students eligible for Free Lunch.

Students who are eligible for free lunch status should be identified and documentation should be collected and saved for the corresponding audit. Copies of the Direct Certification report should be dated July 1 through 30 days following the count day of the current year. Family Economic Data Surveys and Applications for Free and Reduced Lunch should also be year appropriate and dated no more than 30 days following the Pupil Enrollment Count Day. Any homeless, migrant, runaway, foster, or head start students should be identified, as well, and the applicable district list should be generated on or before 30 calendar days following the pupil enrollment count day and dated appropriately.

Highlights

- Pupil Enrollment Count Day
- ASCENT Update
- Free Lunch Eligibility
- Transportation Mileage Count Day
- Duplicate Count
- Important Dates

Transportation Mileage Count Day

The 2014 Mileage Count Day is Oct. 1.

The mileage count day is the same as the Pupil Enrollment Count Day, Oct. 1. Drivers should travel the entire schedule route on this day. They should also
note the amount of miles traveled for route purposes, activity purposes, and note
if any non-pupil miles were traveled. District personnel should ensure that documentation to support count day route miles is available and accurate. This documentation should be saved for the audit. Additionally, drivers should note the number of students being transported.

Duplicate Count

What to do when two districts count the same student.

There are some instances where one student may be counted by multiple districts in the Student October Count. While working through the submission, which closes on Nov. 7, the district should identify any students who may be counted by another district and try to resolve the issue amongst themselves by reviewing the documentation for enrollment, schedule, and attendance from both districts. Many times, there will be an instance where two students with similar identifying information, such as names, are sharing the same SASID. Districts should work with the other districts to determine, using personal and household information, if the student is in fact two students sharing a SASID. In that event, the district with the student without the original SASID (usually the student who was more recently assigned the SASID) should request a new SASID through the Record Integration Tracking System, or RITS. In the event that two districts cannot settle a dispute between themselves, both districts will be required to provide all documentation supporting the funding of that student to the FAST supervisor by Nov. 14.

Important Dates!

Things you should be preparing for in October:

At-Risk Count:
- 10/1/2014 – 10/31/2014:
    - Generate and review Direct Certification lists
    - Receive and review Free and Reduced Lunch applications and Family Economic Survey forms
- 10/1/2014 – 10/31/2014:
    - Identify homeless, migrant, foster, runaway, head start, and all 'free lunch' qualified Students
    - Gather and maintain supporting documentation

Pupil Count:
- 9/24/14:
    - October Count Window opens for districts on a M-F, 5 day week
    - Continue to review all schedules for Secondary students to verify full or part-time status and identify any specialized student types
    - Continue to correct any data errors for the submission
    - Ensure accurate attendance taking
- 9/30/2014:
    - ALPs created for first time early access kindergartners and 1st graders
- 10/1/2014:
    - Pupil Enrollment Count Day
    - Complete all data corrections

- o Generate and save all student schedules
- 10/8/2014:
    - o October Count Window closes for districts on a M-F, 5 day week
    - o Complete the Aud 101, 103, and 105 forms
    - o Collect and save additional attendance documents
    - o Truancy documents need to be dated within 10 school days after the count day
- 10/15/2014 – 11/21/2014:
    - o Duplicate count process begins
        - ▪ Identify students counted at multiple districts

Transportation:
- 10/1/2014:
    - o Mileage Count Day
    - o Drivers should travel entire scheduled route
    - o Documentation to support count day miles should be reviewed and collected
        - ▪ Should identify route vs. non-route and non-pupil miles
    - o Drivers should note the number of students being transported

Where can I learn more?

- http://www.cde.state.co.us/cdefinance/auditunit
- Email us at audit@cde.state.co.us