Pupil Count Webinar and Town Hall

2014-2015 Student October Count

Created by the Field Analyst Support Team (FAST)

New Website!

Same URL: http://www.cde.state.co.us/cdefinance/auditunit

- **Different pages for different programs**
  - Resources (links, resource guides, forms, etc.)
  - Training Videos
  - FAQs
- **Monthly News**
  - Hot Topics
  - Changes or updates to audit procedures
  - Monthly timelines
- **Archives**

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Field Analyst Support Team / Audit Team

About Us

The Field Analyst Support Team (FAST), formerly known as the Audit Team at CDE, ensures compliance with funds received via the Public School Finance Act of 1994 as amended, the Public School Transportation Fund, and the English Language Proficiency Act. The FAST performs compliance audits of school districts every one to four years depending on the student population and other predetermined risk factors. It is the team's mission to educate and train districts on document requirements needed for audit and to maximize the district's funding for the aforementioned programs above.

News

September 2014
- Audit name change: Introducing FAST!
- October Count Resource Guide Webinar
- Website improvements
- Important dates

View News Archive

Contact Us

- Audit Team/Field Analyst Support Team
- Scott Abbey
- Jennifer Okes

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14-15 Pupil Enrollment Count Day

For Districts on a Monday – Friday Five-Day Week

Count Day: October 1   Eleven – Day Window: Sept. 24 – Oct. 8

For Districts on a Monday – Thursday Four-Day Week

Count Day: October 1   Eleven – Day Count Window: Sept. 23 – Oct. 9

For Districts on a Tuesday – Friday Four-Day Week

Count Day: October 1   Eleven – Day Count Window: Sept. 23 – Oct. 9

For Preschool Programs using the November 1 Count Day on a Monday – Thursday Four-Day Week

Count Day: November 3   Eleven – Day Count Window: Oct. 23 – Nov. 11

For Preschool Programs using the November 1 Count Day on a Tuesday – Friday Four-Day Week

Count Day: November 4   Eleven – Day Count Window: Oct. 24 – Nov. 12

Concurrent Enrollment Eligibility

Concurrent Enrollment

- **Students in first four years of high school**
  - No limit of credit hours (set by district policy)
- **Students beyond their fourth year of high school**
  - **Not met graduation requirements**
  - **Limit of nine credit hours for year (six per semester)**
- **Under 21 years old**
- **Receive approval for their academic plan of study**
- **Meet the minimum prerequisites for courses**

ASCENT Eligibility

ASCENT

- **5th year program**
- ~~**12 Not in need of basic skills (remedial)**~~
- **Admitted into degree or certificate program**
- **Not participated in ASCENT in previous years**

Concurrent Enrollment Audit Documentation Requirements

Concurrent Enrollment

- **Concurrent Enrollment cooperative agreement between the LEP and the institution of higher education**

- **Transcript or other documentation from the institution of higher education showing the number of credit hours in which the student is enrolled during the current fall semester.**

- **Documentation showing payment of tuition made directly to the institution of higher education by the district.**

- **Attendance documentation at the institution of higher education for students only scheduled for Concurrent Enrollment courses offsite at an institute of higher education**

- **District graduation requirements**

* If student is earning college credit simultaneously for an Area Vocational Program (AVP) or Career and Technical Education (CTE), the courses have to be treated as concurrent enrollment.

ASCENT Audit Documentation Requirements

ASCENT

- ASCENT cooperative agreement between the LEP and the institution of higher education.

- ~~High school transcript showing at least 12 semester credit hours of postsecondary course work prior to the completion of his or her fourth year of high school.~~

- Transcript or other documentation from the institution of higher education showing the number of credit hours in which the student is enrolled during the current fall semester.

- Documentation showing payment of tuition made directly to the institution of higher education by the district.

- Attendance documentation at the institution of higher education for students only scheduled for Concurrent Enrollment courses offsite at an institute of higher education

- District graduation requirements

Concurrent Enrollment/ASCENT Funding

Concurrent Enrollment (both at IHE and HS)

- **6 credits + = full time**
- **3-5 credits = part time**

ASCENT

- **12 credits + = full time**
- **3-11 credits = part time**

Combo for HS and IHE

- **Meet PT requirements at HS and PT requirements at IHE = full time**
- **No successful completion requirement**
- **Home study students only eligible for part time funding**

Concurrent Enrollment FT/PT Funding: 2015/16 Changes

- **CE at high school based on contact time**
  - No additional documentation
  - Programmatic requirements still apply! Tuition payment, cooperative agreement, transcripting course, academic plan . . .

- **CE at IHE consistent with ASCENT**
  - 12+ credits = full-time
  - 3-11 credits = part-time

- **Combo for HS and IHE**
  - Meet PT requirements at HS and PT requirements at IHE = FT funding

2014/15					
ASCENT		CE at IHE		CE at District	
FT	PT	FT	PT	FT	PT
12+ credit hours	3-11 credit hours	6+ credit hours	3-5 credit hours	6+ credit hours	3-5 credit hours
Evidence of tuition payment needed		Evidence of tuition payment needed		Evidence of tuition payment needed	
No evidence of successful completion needed		Evidence of successful completion needed		Evidence of successful completion needed	
Evidence of attendance at IHE needed		Evidence of attendance at IHE needed if only enrolled in courses at IHE		No evidence of attendance at IHE needed	

Beginning 2015/16					
ASCENT		CE at IHE		CE at District	
FT	PT	FT	PT	FT	PT
12+ credit hours	3-11 credit hours	12+ credit hours	3-11 credit hours	contact time	contact time
Evidence of tuition payment needed		Evidence of tuition payment needed		Evidence of tuition payment needed	
No evidence of successful completion needed		No evidence of successful completion needed		No evidence of successful completion needed	
Evidence of attendance at IHE needed		Evidence of attendance at IHE needed if only enrolled in courses at IHE		No evidence of attendance at IHE needed	

Expelled Students

- The district may count a student expelled in the current school year, if the student was in attendance at some time during the current school year, was not in attendance during the 11-day count period, and the student is required to resume attendance in an educational program (provided by the school district or another educational agency) within 30 _calendar_ days following the pupil enrollment count date.

- _If a student is expelled in the current school year, the determination of full-time or part-time status is based on the teacher-pupil instruction and teacher-pupil contact time documented by the student's schedule prior to the student's expulsion in the current school year._

- If a student was expelled in a prior school year, the determination of full-time or part-time status is based on the teacher-pupil instruction and teacher-pupil contact time in the expelled program for the current school year.

- If the district is purchasing educational services for expelled students, then the district should enter into an appropriate contract with the entity providing the educational services.

Document requirements

- A description of the educational services being provided.

- Attendance documentation from the appropriate school/program showing attendance on and/or before, and following the pupil enrollment count day.

- If a secondary student (generally grades 6-12), then individual student schedule, bell schedule, and program calendar are required.

Home-Bound Students

Home-bound students are generally those students who are receiving their education services at a location (usually their home) other than a school district building. A district may count a home-bound pupil in membership if the pupil is enrolled and in attendance, and is receiving instruction, including but not limited to instruction delivered using technology under the supervision of a certificated or licensed teacher, from district teachers on a regular basis.

- *If a student becomes home-bound in the current school year, the determination of full-time or part-time status is based on the teacher-pupil instruction and teacher-pupil contact time documented by the student's schedule prior to the student becoming home-bound in the current school year.*
- If a student became home-bound in a prior school year, the determination of full-time or part-time status is based on the teacher-pupil instruction and teacher-pupil contact time in the home-bound program in the current school year.

Document requirements

- Districts will be required, but not limited, to provide the following:
- Attendance documentation showing student was receiving instruction . Examples of attendance documentation include, but are not limited to:
    - Home-bound teacher timesheet or travel logs clearly stating the student's name, the date services were provided, and the name of the person providing the services.
- Student schedule showing the number of teacher-pupil instruction and teacher-pupil contact hours scheduled equivalent to the first half the school year. Student schedules include those in effect at the time the student became home-bound in the current school year, or the number of scheduled hours in the home-bound program if the student became home-bound in a prior school year.

Online and Blended Students

Document requirements

- **Proof of residency documentation**

- **Logins into course content for the pupil enrollment count window including date and time of day**

- **Schedule showing equivalent time to complete class in a brick and mortar setting.**

- **For blended learning classes- a combination of brick and mortar attendance and logins, detailed schedule that indicates if class is a brick and mortar or an online class.**

- **Student handbook or other documentation that describes expectations of online and brick and mortar time for classes.**

Online and Blended Students

- **Emergency Rules for the Administration, Certification, and Oversight of Colorado Online Programs, 1-CCR 301-71, were passed by the State Board of Education in August 2014. Emergency Rule 8.02 indicates for the 2014-15 school year and thereafter, if an Authorizer wishes to accept forms of documentation other than those set forth in 8.01, the Authorizer must adopt policies tracking student enrollment, attendance, and participation as set forth in 3.02.9 and may document students' attendance and participation in educational activities in a matter the Authorizer deems appropriate to support student learning. Acceptable forms of documentation include, but need not be limited to, assessment, orientation, and induction activities, in-person educational instruction, and synchronous and asynchronous internet-based educational activities.**

- **Authorizers wishing to accept alternative forms of documentation pursuant to this rule, must submit the approved form (located at: http://www.cde.state.co.us/onlinelearning/resources), signed and dated by the Chief Financial Officer and Superintendent, along with a copy of the board approved policies, to the Blended and Online Learning Office no later than September 22, 2014.**

Questions?

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Thank you!