

COLORADO
Department of Education


2019 Student October Count Audit Resource Guide: Updates and Clarification

School Auditing Office


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Agenda

- School Auditing Office Website
- Pupil Enrollment Count Date and 11-Day Count Period
- Upcoming Dates
- Audit Resource Guide Updates and Clarification
 - New Sections included in the Guide
 - Facility Students; Kindergarteners
 - New legislative changes
 - Postsecondary course attendance requirement
 - Clarification
 - General Enrollment; General Attendance; Passing Periods; ASCENT Coding; Not CE courses; Dropout Recovery Students; Expelled and Homebound schedules; Preschool IEP dates and combining CPP positions
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School Auditing Office – Main Webpage


<http://www.cde.state.co.us/cdefinance/auditunit>

Search:

School Auditing Office Overview

About Us

The office performs compliance audits as required by the Public School Finance and Public School Transportation rules and law. The office provides technical guidance and support throughout the pupil count and transportation data submissions to assist districts prior to finalizing submissions. The School Auditing Office is part of the School Finance Unit within the School Finance and Operations Division.




Some forms recommended by the School Auditing Office may contain personally identifiable information of students. Because email cannot be guaranteed to be secure or error-free an information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Forms with PII should not be emailed. Contact the reporter responsible to manually determine enhanced security options for transferring such information.

School Finance Division Home

School Auditing Office

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- All-Risk / Free Lunch Count
- Pupil Count**
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STRONG FOUNDATIONS School Auditing Office- Pupil Count Webpage

http://www.cde.state.co.us/cdefinance/auditunit_pupilcount


Pupil Count

2019 Count Date: **Wednesday, October 2**

Summary

Each year all public school districts and facilities across the state of Colorado participate in the Student October Count data submission to the Colorado Department of Education (CDE). The purpose of this data collection is to obtain required student level data as provided for by state statute, including information regarding students' funding eligibility as outlined in the Public School Finance Act of 2004, as amended (22-54-201, C.R.S.). The Colorado Department of Education collects this data through the Data Pipeline system with the Information Management Services (IMS) unit of CDE overseeing the collection.

Warning Student October Count Bibliographies



School Auditing Office

- Audit Process
- At-Risk / Free Lunch Count
- Pupil Count**
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- School Nutrition (220)
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ALL MEANS ALL Pupil Enrollment Count Date and 11-day Count Period

- 2019 Pupil Enrollment Count Date is Wednesday, October 2
- The 11-day count period is determined by the district's adopted calendar for the noted school year. It includes the 5 school days immediately preceding the count date, the count date, and the 5 school days immediately following the count date.

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QUALITY SCHOOLS Upcoming Dates

- **Trainings**
 - School Auditing Office
 - http://www.cde.state.co.us/cdefinance/auditunit_trainings
 - Data Services
 - <http://www.cde.state.co.us/datapipeline/20192020stuctrainingsschedule>
 - Online Schools and Programs Webinar
 - August 29th (<http://www.cde.state.co.us/onlinelearning/events>)
 - At-Risk Webinar
 - September 19
- Requests for Alternative Count Dates
 - Deadline: September 15
 - Submit requests to Aaron Oberg, School Finance Director (oberg_a@cde.state.co.us)
- Requests for Variance Waivers
 - Deadline: September 15
 - Submit requests to Jennifer Okes, Chief Operating Officer (okes_j@cde.state.co.us)


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MORE OPTIONS New Audit Guide Section-
Facility Students (pages 33-34)

Before including a student who is attending an approved facility school in their funded pupil count, districts should ensure that the student is eligible for funding

- Short-Term Placements
- District Placements

Students who are publicly placed in an approved facility school, and for whom the district is only paying excess costs associated with special education services, are not eligible to be included in a district's funded pupil count


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EDUCATORS MATTER New Audit Guide Section-
Kindergarten Students (pages 45-47)

Beginning with the 2019/2020 school year, kindergarten students are eligible for a maximum of full-time funding. Their funding determination will be the same as all other students:

- Must be scheduled to receive the minimum number of teacher-pupil instruction and contact hours in the semester of the pupil enrollment count date for the corresponding funding level:
 - Full-time funding = 360+ hours of instruction
 - Part-time funding = 90-359 hours of instruction

Exception: Student retained for a second year of kindergarten due to a *significant reading deficiency (SRD)* who is attending a half-day kindergarten program. In this case, the student would be eligible for full-time funding if scheduled to receive at least 90 hours of teacher-pupil instruction and contact time

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EDUCATORS MATTER New Audit Guide Section-
Kindergarten Students (pages 45-47)

Districts are responsible for coding all kindergarten students correctly in the Student October Count Data Submission

Date Reporting Guidance

Kindergarten Student Scenario	Grade Level	Public School Finance Funding Status
Enrolled in a half-day program	006	82 or 94 or 95
Retained (with an SRD) enrolled in a half-day program	006	80 or 91 or 92
Home school enrolled in half-day or full-day program	006 or 007	85
Enrolled in a full-day program (paying no tuition)	007	80 or 91 or 92
Enrolled in a full-day program (paying half-day tuition)	007	82 or 94 or 95
Enrolled in a full-day program (paying full-day tuition)	007	87

Please refer to the Data Pipeline "Student Interchange- Student School Association" File Layout and Definitions for a full descriptions of each at the following location:
http://www.cde.state.co.us/datapipeline/inter_student

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New Audit Guide Section- Kindergarten Students (pages 45-47)

Kindergarten students must be at least 5 years old as of 10/1 to be eligible for funding, UNLESS the student:

- Is identified as highly advanced gifted and granted early access
- Has a parent that is/was active military

Please note: First grade students must still be at least 6 years old as of 10/1 in order to be eligible for full-time funding UNLESS the student:

- Is identified as highly advanced gifted and granted early access
- Attended kindergarten at least 120 days in another state during the prior school year
- Has a parent that is/was active military


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New Legislative Changes- Postsecondary Course Attendance Requirement (pages 16, 21, 27, 29, 54)

New:
Beginning with the 2019/2020 school year, districts and CSI will no longer be required to provide attendance verification for postsecondary courses taken off-site at an Institution of Higher Education (IHE). However, districts and CSI will still be responsible for providing documentation evidencing their nonrefundable obligation to pay the student share of tuition for the postsecondary course(s) on behalf of the student pursuant to Section 22-54-103(10)(h) (as amended by SB 19-176).


Clarification:

- If a student is only taking postsecondary courses (off-site at the IHE), the district must still provide documentation showing:
 - The student was enrolled with the district as of the pupil enrollment count date
 - The student had a schedule as of the pupil enrollment count date that lists the courses the student was scheduled to take and complete during the semester of the pupil enrollment count date
 - The district paid its nonrefundable obligation of the student share of tuition directly to the IHE
 - Verification as to the number of credits for which the district paid (to determine funding level eligibility)
 - The cooperative agreement between the district and the IHE
- Districts and CSI will still be required to provide evidence of attendance for all students taking non-postsecondary courses.

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Clarification- General Enrollment/Attendance and Passing Periods

- **Enrollment (page 8)**
 - Students meeting the district's minimum graduation requirements by the end of the 3rd year of high school may be eligible for funding during the 4th year of high school assuming all other funding requirements are met
- **Attendance (page 9)**
 - Attend for all, or a portion of, the pupil enrollment count date (in any scheduled class)
 - OR
 - Must establish attendance (in any scheduled class) prior to the pupil enrollment count date during the current school year AND
 - Resume attendance (in any scheduled class) within 30 days following the pupil enrollment count date
 - Assumes the student did not enroll at, and attend, any other Colorado public school district between the pupil enrollment count date and the date in which attendance was resumed
- **Passing Periods (pages 12, 23, 30)**
 - Passing periods are not allowed in the determination of scheduled teacher-pupil instruction and contact time for periods of time between one course evaluated based on actual instructional time and the other course evaluated based on college credit hours

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EDUCATORS MATTER Clarification- Preschool Students (pages 51-53)


- **Individualized Education Program (IEP) Service Delivery Dates**
 - Districts must be prepared to provide IEP service delivery grids (or ENRICH data) for all special education preschool students that show service delivery dates encompass the corresponding pupil enrollment count date
 - If the service delivery dates do NOT encompass the pupil enrollment count date, the student may still be eligible for funding if the following is true:
 - District has documentation showing the student was scheduled, prior to the pupil enrollment count date, to be evaluated and
 - Service delivery dates began within 30 days following the pupil enrollment count date
- **Combining 2 CPP positions for a full day of services**
 - Districts must receive permission from the CDE P-3 Office before combining two (2) traditional CPP (non-ECARE) positions. However, permission or prior approval from CDE is not necessary to combine 1 CPP and 1 ECARE, 1 CPP and 1 IEP, or 2 ECARE positions. The CDE preschool team does request notification of the district's intent to combine positions that do not require CDE approval in order to ensure an error free pupil count submission

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EXCELLENCE Audit Guide Corrections

- **Helpful Hints on page 9 (second bullet point)**
 - This example should **NOT** include reference to concurrent enrollment courses taken at the Institution of Higher Education (IHE)
 - Should read...

"For students who are only participating in off-site programs (e.g., work study, a specialized transition program, etc.), the district must be prepared to provide attendance verification for those students from the off-site program."

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Contact:

School Auditing Office
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 Website: <http://www.cde.state.co.us/cdefinance/auditunit>

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