Memo

To: Student October Count Data Respondents/Audit Contacts

From: Jennifer Okes, Chief Operating Officer   *Jennifer Okes*

Date: September 25, 2020

Re: 2020 Student October Count- Student Schedules

Due to challenges presented by the COVID-19 pandemic, some districts may be in the process of adjusting student schedules as students transition between in-person instruction, remote learning, and/or hybrid approaches. As such, it may be difficult for districts to update student schedules by October 1 to accurately reflect courses through the fall semester/first half of the year.

Pursuant to the [Rules for the Administration of the School Finance Act](), students must have a schedule <u>as of the pupil enrollment count date</u> which provides at least 360 hours of teacher-pupil instruction and contact in the semester of the pupil enrollment count date (first half of the school year) to qualify for full-time funding, and at least 90 hours to qualify for part-time funding. Thus, the documentation evidencing individual student schedules for all secondary students has always been required to be documented on or before the pupil enrollment count date (October 1).

<u>For the 2020-2021 school year only, documentation of student schedules may be dated through the end of the Student October data submission (November 10).</u>

The additional time associated with the supporting documentation to evidence a full-time or part-time schedule does not impact the funding requirements. Students are still expected to have a schedule reflecting at least 360 hours if submitted for full-time funding or at least 90 hours if submitted for part-time funding.

If you have any questions, please contact Rebecca McRee at [mcree_r@cde.state.co.us]().