Overview

Each year, Colorado public school districts and CSI participate in the Student October Count data collection ("Snapshot"). Information submitted by districts during this data collection is used to determine each district's Total Program (pupil and at-risk) funding.

In order to ensure that funding for a given student does not exceed the maximum state-allowable level, the Duplicate Count process is run after all districts and CSI have submitted their error-free Student October Snapshots to CDE (on or about November 8).

Districts will receive an email instructing them to access their report from Cognos if they have students who appear on the "Audit Exception Report." Districts will then need to provide all required audit documentation for these students to the School Auditing Office by uploading it to the district's audit Syncplicity folder during the duplicate count period.

Audit Documentation

Because all duplicate count decisions are final, districts should upload all required audit documentation to the "Duplicate Count" subfolder found in the district's audit Syncplicity folder to support funding eligibility for all students included on the "Audit Exception Report."

Documentation includes, but is not limited to:

Student-level documents
- Household demographic printout (from SIS)
- Full enrollment history (with the district)
- Student schedule (regardless of grade level) for all of Fall semester
  - Semester 1, Quarters 1 & 2, Hexters 1, 2, and 3, etc.
  - Identify which courses are alternative instruction courses, if applicable
- Additional documentation as applicable (i.e., corresponding unique student/course/school/program type documentation outlined in the 2024 Student October Count Audit Resource Guide)
- A short narrative may be usefult to provide context regarding unique student circumstances not made clear by other documentation
- Attendance verification
  - Include attendance for the entire months of September AND October (not just the count window)
  - Attendance reports generated out of student information systems (SIS) can be used to verify direct in-person or synchronous learning
  - SIS reports alone will not be sufficient to evidence attendance for off-site/alternative instruction courses
    - ➢ Documentation must include course-level attendance
    - ➢ Documentation must evidence actual off-site attendance/participation
    - ➢ Online attendance must be documented per district, school, or program policies and/or Authorizer Assurances
  - The only acceptable forms of documentation evidencing attendance for alternative instruction courses are:
    - ➢ Evidence of attendance in direct instruction content
    - ➢ Logins into course content for digitally-delivered instruction
    - ➢ For work-based learning courses, documentation from an employer (e.g., timesheets, paystubs, etc.) that lists a student's name and dates worked.

- o For online school and program attendance, **school or program policies and/or Authorizer Assurances** determine appropriate documentation
- o Provide documentation evidencing **actual** off-site participation/attendance, generally at the **course level**
  - ➢ For duplicate count purposes, evidence of participation in multiple courses is encouraged
- o Provide multiple types of documents, if available, to show the best possible evidence of student engagement during the semester
- o Include September AND October, but be especially thorough for the 11-day count window
- o If policy or Authorizer Assurances allow, examples of attendance documentation may include (but are not limited to):
  - ➢ Course log-ins
  - ➢ Gradebooks showing dates/assignments/tests were completed and submitted
  - ➢ Dated progress reports
  - ➢ Scanned assignments with name and date
  - ➢ Other documents

<u>School- or district-level documents</u>

- District/school/program calendar
- District/school/program bell schedule (or equivalency)
- District/School/program handbook & course catalog (for secondary and district-run programs, including home-school enrichment programs)
- Online Schools and Programs- Authorizer Assurances
- Link to Catalog of Courses using Alternative Instruction, if applicable

Audit Documentation Formatting

For each student included in the duplicate count, the district must upload one document, using the following naming convention:

- District Number_SASID_StudentLastName_StudentFirstName
- For example: 0010_9999999991_Smith_John

   0010_9999999991_Smith_John.pdf

- Each document should contain all required audit documents necessary to support funding.

If your district is conceding funding for a student (i.e., your district submitted the student for funding in error), you must still upload a document for the student with the following naming convention:

- District Number_SASID_StudentLastName_StudentFirstName_Concede
- For example: 0010_9999999991_Smith_John_Concede

   0010_9999999992_Smith_Jane_Concede.pdf

- This document can be blank.

Syncplicity Instructions

Please upload all appropriate documentation for every student listed on your "Audit Exception Report" into the "Duplicate Count" subfolder located within your district's Syncplicity folder. If you do not have access to Syncplicity, please contact the School Auditing Office at audit@cde.state.co.us. If you would like more detailed information about how to use Syncplicity, please refer to the School Auditing Office's Syncplicity Instructions PDF.