



FAST News

December 2014

The Student October Count data submission has closed, as well as the Duplicate Count process, and the holiday season is upon us. The Field Analyst Support Team (FAST) hopes you all had a relaxing and rejuvenating Thanksgiving. FAST would also like to thank you all for your hard work and dedication in ensuring that the submission closed on time, as well as your cooperation during the Duplicate Count process.

Pupil Count Audit Documentation

With the count behind us, it is time to ensure that your district has gathered and set aside all pupil count audit documentation. This documentation needs to be saved for 5 years, or until audited by the Department, whichever comes first.

For a complete list of documentation needed at the time of audit, please refer to the "Audit Documentation Check List" found at the back of the Student October Count 2014 Resource Guide for additional information. You can also access the checklist [here](#).

Transportation Mileage Count Date Documentation

As part of each district's CDE-40 submission each July, the district is responsible for reporting the total number of scheduled route miles as of the pupil enrollment count day. Route miles are those miles that are incurred to transport students from home to school, school to school or school to home. In preparation to complete the 2014-2015 CDE-40, transportation directors and/or supervisors should ensure that all scheduled count day mileage documentation has been collected and saved for the corresponding audit.

Documentation for the mileage count date includes:

- Detailed route descriptions as of the official mileage count date which clearly define the routes and show mileage.
 - If the detailed route descriptions do not include the corresponding mileage, additional documentation will be required to evidence the reported mileage. For example, count date odometer readings for all routes transporting students from home to school, school to school or school to home could be provided.
- The district should not include in its reported scheduled count day mileage miles traveled for school field trips, extracurricular trips or athletic trips.
- The district should not include in its reported scheduled count day mileage miles in trips which are not for the purpose of transporting students from home to school, school to school or school to home.

Sidebar Headline

- Pupil count audit documentation
- Transportation mileage count date documentation



Where can I learn more?

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