



## FAST News

November 2014

The Pupil Enrollment Count Day has come and gone. Districts should be diligently working to ensure data quality, gather all required audit documentation, and prepare for the October Count submission and Duplicate Count process.

### Duplicate Count

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#### The Overall Process

After the October Count submission closes on Nov. 7, the data services unit at CDE will verify that the reported funding level for each student does not exceed the maximum funding eligibility by reviewing all state assigned statute ID's, or SASIDS. If a SASID is found to be allotted more than the maximum funding allowed, the districts who submitted the SASID are notified that the SASID has been flagged for the duplicate count process. Districts should attempt to resolve any duplicates prior to letting them be resolved through the duplicate process at CDE. In the event that a resolution cannot be reached, all documentation should be submitted to FAST by the end of business on Nov. 14. Documents can be submitted via the department's secure FTP site, Google docs, or by hand delivery. FAST will make all decisions by the morning of Nov. 21 and districts should resubmit data by the close of Nov. 21. If you are not currently registered for the secure FTP transfer site, please contact FAST to get set up. Please see the Duplicate Count training video located on the FAST website for detailed information.

### Out of State Transfers

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#### Count Eligibility

According to rule 3.03, a student who transfers to a Colorado district from out of state during the count window is eligible to be counted by the Colorado district as long as they enroll within 5 school days after the pupil enrollment count day. The student must meet all regular funding requirements (enrollment, attendance, and scheduled hours), and the district must be able to provide documentation to support the out of state transfer.

### Highlights

- Duplicate Count
- Out of State Transfers
- Independent Study and Work Study
- Important Dates



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## Independent Study and Work Study

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### What hours can be included?

The 2014 Pupil Count Resource Guide provides some clarification with regards to the minutes eligible to be included for students enrolled in work study and/or independent study courses. Students enrolled in a work study course or program are eligible to include the minutes that are required in order to earn credit for the course. For example, if Bobby works 300 hours a semester, but only 50 are required to earn 1.0 credit at his high school, then only 50 hours are eligible to be included in his total minute calculation. Additionally, the district must be prepared to provide a copy of the Board Policy regarding work study credits. Students enrolled in an independent study course or program are only eligible to include the minutes that they are under the direct supervision of a teacher or instructor. For example, if Bobby is working 20 hours a week on an independent study course, and he meets with his teacher for 2 hours a week, then only 2 hours are eligible to be included in his total minute calculation. For more information, please see the Work Study and Independent Study training videos on the FAST website.

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## Important Dates!

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### Things you should be preparing for in November:

#### Pupil Count:

- 11/7/2014:
  - October Count Submission closes
- 11/14/2014:
  - Duplicate Count documents due to FAST by close of business
- 11/21/2014:
  - AM: FAST finalizes all duplicate count decisions
  - PM: Districts resubmit data

### Where can I learn more?

- <http://www.cde.state.co.us/cdefinance/auditunit>
- Email us at [audit@cde.state.co.us](mailto:audit@cde.state.co.us)