



Duplicate Count Documentation

Because all duplicate count decisions are final, districts should upload all required audit documentation to the “Duplicate Count” subfolder to support funding eligibility for all students included on the “Audit Exception Report.” **Districts are further encouraged to submit additional information or documentation related to a given student in support of funding consideration.** In addition, approved online schools and programs should provide course-level attendance documentation (beyond the normal online school or program participation) for all courses used in the determination of funding.

Documentation includes, but is not limited to:

- District/school/program calendar
- School/program bell schedule
- Household demographic printout (from SIS)
- Enrollment history
- Attendance verification (example: detailed period attendance)
- Student schedule
- Additional documentation as applicable (i.e., corresponding unique student/course/school/program type documentation outlined in the Student October Count Audit Resource Guide)

For each student, please upload **one** document, using the following naming convention:

- District Number_SASID_StudentLastName_StudentFirstName
 - For example: 0010_999999991_Smith_John



0010_999999991_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_999999991_Smith_John



0010_999999992_Smith_Jane_Concede.pdf

- This document can be blank.