



COLORADO
Department of Education

2016 Student October Duplicate Count

**School Finance Division
Field Analyst Support Team**

November 1, 2016

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Overview

Each year Colorado public school districts participate in the Student October Count data submission. Information submitted by districts during this process is used to determine each district's Total Program and per pupil funding.

Overview

In order to ensure that funding for a given student does not exceed the maximum allowable level, the Field Analyst Support Team (FAST), with the help of the CDE Data Services Office, conducts the Duplicate Count prior to finalizing the Student October Count data that is then used by School Finance to calculate Total Program and per pupil and per pupil funding for each district.

Process

- The duplicate count process starts once all districts have “submitted” their Student October Count Snapshot.
- After all Snapshots have been submitted, Data Services runs the duplicate count process which includes generating the “Audit Exception Report”.
 - This report indicates, for each district, which of their funded students are also being submitted for funding by another district such that the total funding for the student (by both districts) exceeds the allowable level.

Process

- Once this process is ran, districts with students on the “Audit Exception Report” will receive an email instructing them to access this report from Cognos.
- Districts will then be required to submit all audit documentation (as described in the “Student October Count Audit Resource Guide for 2016”) for students who appear on the “Audit Exception Report” to FAST for consideration.
 - Documentation will need to be uploaded to the district’s audit Syncplicity folder.
 - Districts will need to request from FAST that their Syncplicity audit folder be shared with the appropriate district staff for timely document upload

Audit Exception Report

■ 3 Sections

- **Summary of Pupils Being Reported by Another District: Funding Duplicates**
 - Must submit documentation to FAST on these students
- **Summary of Pupils Being Reported by Another District: PAI Duplicates**
 - Do not submit documentation to FAST for these students
 - Student has been reported by a BOCES with an 01-08 pupil attendance information (PAI) code and by a district with an 01-08 PAI code. You may want to change student PAI code to 31 or 33
- **Summary of Pupils Being Reported by a Facility**
 - Districts must submit documentation to FAST on these students
 - Ensure that these students have returned to your district within 30 days following the pupil enrollment count date

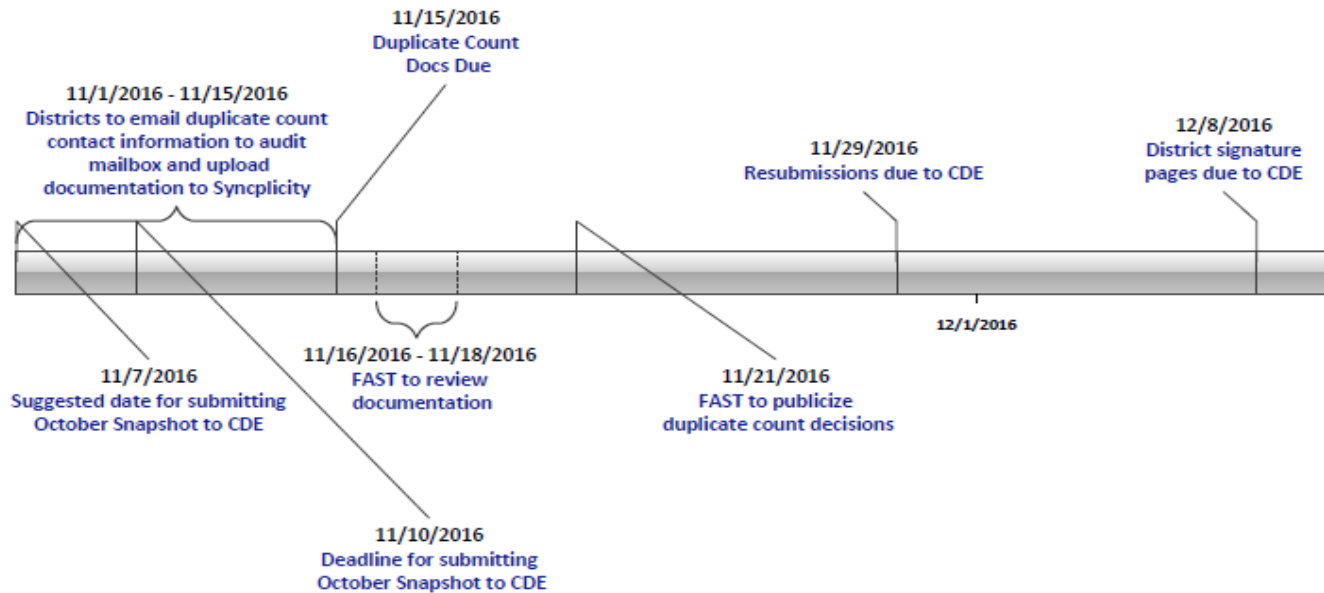
Process

- **FAST will then review all documentation provided for each student to determine which district is entitled to submit the student for funding, and at what level.**
 - FAST will notify each district as to the duplicate count findings
 - Data Services will unlock the Snapshot for any district needing to change their data per the duplicate count findings
- **Districts will then need to:**
 - Make the appropriate adjustments to their interchange files **AND**
 - Regenerate their Student October Count Snapshot **AND**
 - Re-submit their Snapshot

Tentative Timeline

2016 Duplicate Count Timeline

(Exact dates subject to change)



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Syncplicity Folder

- All duplicate count documentation must be provided to FAST securely via Syncplicity

OR

- Hand-delivered to the FAST at: 201 E. Colfax Ave., Denver, CO
 - Please email FAST if you are planning on hand-delivering your documentation
- Duplicate Count documentation will NOT be accepted via email-
emails containing PII will be deleted immediately

Syncplicity Folder

- A FAST Syncplicity folder has been created for each district.
- The naming convention for these Syncplicity Folders are as follows:
 - District Number_District Name_Audit_FAST
 - For example: 0010_Mapleton 1_Audit_FAST
- These Syncplicity folders have the following subfolders:
 - At-Risk
 - Audit Report
 - Duplicate Count
 - Pupil Count
 - Transportation_CDE40

Syncplicity Folder- Example



0010_Mapleton 1_Audit_FAST

All Files ▶ 0010_Mapleton 1_Audit_FAST

Name ▲



At-Risk Count



Audit Report



Duplicate Count



Pupil Count



Transportation_CDE40

Syncplicity Folder

- **All duplicate count audit documentation must be uploaded to the “Duplicate Count” subfolder.**
 - Failure to do so may result in your district not being able to include the listed students for funding in your 2016 Student October Count.

- **If you do not already have access to this Syncplicity folder, please email the FAST at: audit@cde.state.co.us**
 - In the subject line of the email, please include your:
 - District Number
 - District Name
 - “Duplicate Count Contact”
 - Example: 0010_Mapleton 1_Duplicate Count Contact

Documentation

- For each student included on the “Audit Exception Report”, the district will need to upload all necessary documentation for FAST to confirm eligibility. This includes, but is not limited to:
 - Calendar and Bell Schedule
 - Household Demographic Printout (from SIS)
 - Enrollment History
 - Attendance Verification
 - Student Schedule
 - Additional documentation, as applicable (i.e. corresponding Student/Course Type/Scenario)
- For a detailed list, please refer to the “Student October Count Audit Resource Guide” and “Checklist” for 2016:
 - <http://www.cde.state.co.us/cdefinance/studentoctobercountauditresourceguide>

Documentation

- When submitting duplicate count documentation, you must provide one document per student (this document can be multiple pages) with the following naming convention:
 - District Number_SASID_Student Last Name_Student First Name
 - Ex: 0010_9999999991_Smith_John



0010_9999999991_Smith_John.pdf

Documentation

- In the event you concede funding for a student, you must include a document for that student with the following naming convention:
 - District Number_SASID_Student Last Name_Student First Name_Concede
 - Ex: 0010_9999999992_Smith_Jane_Concede



0010_9999999992_Smith_Jane_Concede.pdf

Funding

- **During the Student October Count data submission process, districts can submit students with the following funding codes:**
 - Full-Time funding (1.0 FTE)
 - Funding Codes 64, 80, 81, 91 or 92
 - Part-Time funding (0.5 FTE)
 - Funding Codes 82, 83, 84, 85, 94 or 95
 - No funding (0.0 FTE)
 - Funding Codes 86, 87, 89, 96
- **Edit checks are in place to ensure that a given district does not submit an individual student for a funding level that is not allowed per statute.**

Funding

- In general, the following rules apply UNLESS a given student meets specific exception criteria which would allow for more/less funding:
 - Students in grades 1-12 not to exceed a total of 1.0 FTE
 - Home school students (regardless of grade level) not to exceed a total of 0.5 FTE
 - Kindergarten students not to exceed a total of 0.5 FTE
 - Preschool students are not allowed to be submitted for funding unless they are funded with a CPP slot or have an IEP (usually not to exceed 0.5 FTE)

Funding

With regard to the duplicate count process, and in order to ensure that the allowable funding is not exceeded when a given student is submitted for funding by multiple districts, the following criteria/edit checks will result in a student being included in the duplicate count process:

Edit Checks

- Students, in any grade level, who are submitted for more than a total of 1.0 FTE
- Kindergarten students who are submitted for more than 0.5 FTE, when at least one district has submitted the student for a minimum of 0.5 FTE
- Home school students who are submitted for more than 0.5 FTE (as identified by any district who has reported the student with a Home Based Education Flag code of “1”)
- Preschool students who are submitted for more than 0.5 FTE, when at least one district has submitted the student for a minimum of 0.5 FTE
- Students funded by districts for either full- or part-time funding who also were reported as being at a Facility on the pupil enrollment count date

Preparing for Duplicate Count

Because the turn-around time to provide duplicate count documentation is very short once all districts have submitted their Student October Count Snapshot, districts are encouraged to monitor the “Summary of Pupils Being Reported by Another District” report, which can be found in Cognos, and begin contacting the other district about, and gathering documentation for, these students.

This report provides a list of students who are being reported by (1) another district, (2) another District and a BOCES and/or (3) a Facility

Keep in mind that this report is limited as it only includes students reported by districts that have generated a Snapshot, and will only include students who are “error free”.

Consideration

When a district is trying to decide whether they are eligible to include a given student for funding, the following information should be considered...

Consideration

In the event a student meets the funding criteria at multiple districts, and each district is using a different count date, the following is the general count date “hierarchy” that is used to determine which district is eligible to submit the student for funding:

1. District using the official pupil enrollment count date (10/5)
2. District using an approved alternative count date (either before or after the official pupil enrollment count date)
3. District who has a student who transfers in during the count window from another Colorado public school district after the pupil enrollment count date
4. District who has a student who transfers in during an alternative count window from another Colorado public school district after the alternative count date

Whenever possible, districts should try to resolve duplicate count issues related to count date/enrollment prior to the duplicate count process being ran.

Consideration: Official Count Date Takes Precedence

Districts using the official pupil enrollment count date (10/5) will always have precedence over those that are using an alternative count date (whether the alternative count date comes before or after the official pupil enrollment count date). *This is also true of districts using the alternative Preschool Count Date of Nov. 1- the official pupil enrollment count date takes precedence*

Ex. Student meets all funding requirements at District A who used the pupil enrollment count date (10/5) and student also meets all funding requirements at District B who used an alternative count date (10/12). In this instance, District A is allowed to count the student for funding.

Consideration: Transferring on the Official Pupil Enrollment Count Date

If a transferring student meets the attendance criteria on the count date at multiple districts (assuming they are all using the same count date), the receiving district is eligible to submit the student for funding.

Ex. Student was enrolled and attended at District A in the morning on the pupil enrollment count date (10/5). The student then transfers to District B and attends in the afternoon on the pupil enrollment count date (10/5). Even though the student met all funding criteria at both schools on the pupil enrollment count date, District B is allowed to count the student for funding.

Consideration: Two Districts with Approved Alternative Count Dates

If a student meets all funding requirements at two different districts who each had an approved alternative count date, then the receiving district is eligible to include the student for funding.

Ex. District A had an approved alternative count date of 9/22 and District B had an approved alternative count date of 10/7. The student was able to meet the funding criteria at each district because the student transferred on 10/3 from District A to District B. Even though funding criteria were met at both districts, District B is allowed to count the student for funding.

Consideration: Preschool/Kindergarten Students Enrolled Simultaneously in Multiple Districts

In the event a preschool or kindergarten student is attending two districts part-time simultaneously, and both districts are using the same count date, the district of primary residence is allowed to submit the student for funding.

**Preschool/kindergarten students can only be funded with a full-day program-experience at one location.*

Consideration: Home School Student Enrolled Simultaneously in Multiple Districts

- If a home school student is taking supplemental courses at two separate districts (who have the same count date) simultaneously and meets the part-time funding criteria at both, the district of primary residence is allowed to submit the student for funding.
- In the event neither district is the district of primary residence, then both districts should submit documentation for consideration during the duplicate count process.

Consideration: Student Enrolled Full-Time at An Approved Online School and Part-Time at a Brick and Mortar School

- In the event a student is enrolled full-time in an approved Colorado public online school, the district of residence (if different than the online school's) is not obligated to provide supplemental educational opportunities to that student. Such decisions are left up to each individual district.
- If a student has been enrolled in both schools (online and brick and mortar) for the entire school year, and continues to be enrolled in both beyond the count date, then if the online school is providing a full-time educational program, and the brick and mortar is providing a part-time educational program, it is likely that the online school would be allowed to submit the student for full-time funding.

When in doubt, both districts are encouraged to submit documentation during the duplicate count.

Consideration: Students Transferring In-State into a District After the Pupil Enrollment Count Date

Students transferring from one Colorado public school district to another during the count window, but after the pupil enrollment count date, are only eligible for funding at the receiving district *if the student did not meet the funding criteria at the sending district.*

For more transfer scenario information and examples, please refer to the following documents:

<http://www.cde.state.co.us/cdefinance/studentoctoberauditresourceguidetransferstudents>

<http://www.cde.state.co.us/cdefinance/transferstudentscenarios2016>

Consideration: Facility Students

If a district has a student who is a duplicate with a facility, the district may be able to include the student for funding if all of the following criteria have been met:

- Student established attendance with the district during the current school year prior to the pupil enrollment count date AND
- Student was still enrolled with the district as of the pupil enrollment count date AND
- Student had a schedule with the district that supported funding eligibility as of the pupil enrollment count date AND
- Student resumes attendance with the district within 30 days following the pupil enrollment count date

The district will need to provide documentation evidencing that all criteria outlined above have been met

Consideration

In the event districts are unable to come to a resolution with regard to which is eligible to include a student for funding (i.e. both districts are using the same count date AND the student meets the funding requirements at both districts), then both districts are encourage to submit documentation during the duplicate count process for funding consideration.

Duplicate Count Resources

For more information regarding the duplicate count process, please visit the FAST Duplicate Count webpage:

<http://www.cde.state.co.us/cdefinance/duplicatecount>

Duplicate Count Webpage

Audit Process

At-Risk / Free Lunch Count

Pupil Count

Audit Resource Guide

Duplicate Count

Transportation

Trainings

Archives

Contact Us

Financial Policies and Procedures

Financial Reporting

Funding and Payment Information

Transportation Funding

Calendar

Contact Us

Overview

Each year Colorado public school districts participate in the Student October Count data submission to the Colorado Department of Education. Information included in this data submission is used to determine each district's Total Program and per pupil funding.

During the data submission, districts are permitted to submit students with the following funding codes:

- Full-Time Funding (1.0 FTE)
 - Funding Codes 64, 80, 81, 91, or 92
- Part-Time Funding (0.5 FTE)
 - Funding Codes 82, 83, 84, 85, 94, or 95
- No Funding (0.0 FTE)
 - Funding Codes 86, 87, 89, or 96

In general, the following rules apply **UNLESS** a student meets specific exception criteria which would allow for more or less funding as outlined in the Student October Count Audit Resource Guide:

- Students in grades 1 through 12 are not to exceed a total of 1.0 FTE
- Home-school students (regardless of grade level) are not to exceed a total of 0.5 FTE
- Kindergarten students are not to exceed a total of 0.5 FTE
- Preschool students are not allowed to be submitted for funding **UNLESS** they are funded with a CPP slot or are receiving services under an Individualized Education Program, or IEP (usually not to exceed 0.5 FTE)

Edit checks are in place to ensure that each district does not exceed the allowable funding for an individual student as describe above. In order to ensure that the allowable funding as outlined in statute is not exceeded for any given student across the state of Colorado, the Field Analyst Support Team (FAST) conducts the duplicate count process prior to finalizing all Student October Count data. For any student that appears in the duplicate count process, districts must submit documentation to the FAST for funding consideration. Failure to do so will likely result in the district being required to change the student's reported funding level.

Resources

- Duplicate Count for 2016 Webinar (pdf) - *coming soon*
- Duplicate Count for 2016 Webinar (recording) - *coming soon*
- [Duplicate Count Documentation Checklist](#) (pdf)
- Synclplicity Instructions (pdf) - *coming soon*
- [Transfer Scenarios for 2016](#) (pdf)
- [Transfer Student section of the Student October Count Audit Resource Guide for 2016](#) (pdf)
- For more information regarding additional specific student scenarios that may allow for more or less funding than referenced above, please refer to the [Student October Count Audit Resource Guide for 2016](#).

2016 Duplicate Count Timeline

(Exact dates subject to change)

Questions

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**Please type any additional questions or topics
into the chat box.**

FAST Contact Information

FAST Email Address: audit@cde.state.co.us

FAST Website:

<http://www.cde.state.co.us/cdefinance/auditunit.htm>

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