



# Memo

To: All Colorado Public School Districts  
From: School Auditing Office  
Date: October 24, 2018  
Re: Retained Kindergarten Students

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Starting with the 2018 Student October Count, audit documentation evidencing a significant reading deficiency is not required for retained kindergarten students submitted for full-time funding (as listed in the Student October Count Audit Resource Guide) **if (and only if) the student was reported with a READ status of 2- significant reading deficiency (SRD) in the READ data collection in the spring preceding the pupil enrollment count date.** Please note: the Student October Count reporting district does not have to be the same as the READ data collection reporting district.

If a district submits a retained kindergarten student for full-time funding who was not reported with an READ status of SRD in the READ data collection (during the spring preceding the pupil enrollment count date), the district will need to provide documentation listed in the Audit Resource Guide and the State Board approved assessment with scores showing the student had an SRD at the end of the preceding school year, to the School Auditing Office at the time of audit.

#### Additional Considerations:

- October Count edit checks in Data Pipeline were updated prior to the start of the 2018 Student October Count data collection. If a student was reported in EOY as a kindergarten student and then again in October as a kindergarten student, an error will not generate if the student is submitted for full-time funding in Student October, as it is assumed the student was retained and may be eligible for full-time funding. While this will not generate an error, it is still the reporting district's responsibility to ensure that the kindergarten student is eligible for full-time funding as described in the Student October Count Audit Resource Guide with appropriate documentation.
  - Any kindergarten student who is submitted for full-time in Student October and who was not reported as a kindergarten student during the preceding EOY data submission will generate an error in Data Pipeline. The district will need to request an exception from data services in order to report the student for full-time funding.
- If a retained kindergarten student was not reported with a READ status of "SRD" in the spring preceding the pupil enrollment count date or does not meet one of the other criteria for full-time funding (as listed in the Student October Count Audit Resource Guide), the kindergarten student should not be reported for full-time funding.
  - If the district determines that the data reported in the READ data collection was incorrect (i.e., the student did have a READ status of "SRD"), the district will need to provide documentation listed in the Audit Resource Guide, as well as the State Board approved assessment and cut scores showing the student had an SRD at the end of the preceding school year, to the School Auditing Office at the time of audit.
- In addition to checking its own records to determine whether it reported a retained kindergarten student with a READ status of SRD in the READ data collection, districts can also reference the "Student Extract of K-3<sup>rd</sup> Graders with an SRD in the Prior Year" report in Cognos. This report will list all students in the current school year who were reported with a READ status of SRD in the preceding READ data collection.

### Frequently Asked Questions:

1. If a retained kindergartener does not have an SRD, can I still report the student for funding?
  - a. Yes. The student can be reported for full-time funding if the student meets one of the other full-time funding criteria listed in the Audit Resource Guide.
  - b. Yes. The student can be reported for part-time funding if the student is scheduled to receive at least 90 hours of teacher-pupil instruction and contact time in the semester of the pupil enrollment count date.
2. Can a retained kindergartner with an SRD be reported for full-time funding if they were not included in our district's EOY data collection?
  - a. Yes. If a retained kindergarten student was included in the READ data collection by any district in Colorado and was reported with a READ status of SRD, the October Count reporting district can report the student for full-time funding.
3. Can a retained kindergarten student be reported for full-time funding if the student's READ status in the preceding spring was something other than SRD?
  - a. Maybe. If the student was submitted with a READ status of something other than SRD, the student is not eligible for full-time funding unless the district has documentation showing that the reported READ status was incorrect. Documentation would include a letter to the parent/guardian from the school/district during the preceding school year (dated prior to June 30) stating the student would be retained and a copy of the State Board approved assessment with scores showing the student had an SRD. These documents should be provided to the School Auditing Office at the time of audit.

### READ Status Clarification:

In the READ data collection, there are 5 possible READ statuses:

1. "0"- This value indicates that the student was exempt from taking an assessment to determine whether the student had an SRD. Since the student was not tested, a retained kindergarten student with this status is not eligible for full-time funding based on a significant reading deficiency.
2. "1"- This value indicates the student "does not have a significant reading deficiency". Therefore, the retained kindergarten student is not eligible for full-time funding based on a READ status of SRD.
3. ***"2"- This value indicates the student "has a significant reading deficiency". Any retained kindergarten student with this status in the READ data collection in the spring preceding the Student October Count is eligible for full-time funding. No additional documentation evidencing an SRD is necessary for audit purposes.***
4. "4"- This value indicates that the student took an assessment that indicate an SRD; however, the district contests this status and says the student does not have a significant reading deficiency based on other data or scores. Because the district has a body of evidence that shows the student does not have a significant reading deficiency, a retained kindergarten student is not eligible for full-time funding based on this value alone.
5. "6"- This value indicates the student had met the fall grade level competency definition, and therefore, a retained kindergarten student with this status is not eligible for full-time funding based on this value alone.