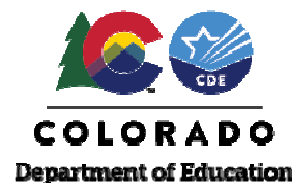


2022 Training Schedule & Student October Timeline

Colorado Department of Education School Auditing Office



School Auditing Office Trainings & Office Hours

These webinars and virtual office hours are led by School Auditing Office staff and focus on School Finance audit topics and documentation. **The Teams meeting link for each training is posted to the School Auditing Office Training page 15 minutes prior to the meeting start time: www.cde.state.co.us/cdefinance/auditunit_trainings**

- ▶ **05/24/22 (Tue) 1:00 PM Blended Learning and Supplemental Online Courses: Variance Waiver Process (FY22/23)**
 - A review of the posted guidance for Blended Learning and Supplemental Online Courses, why a district might seek a variance waiver, and a description of the waiver process and requirements. Additional resources: <https://www.cde.state.co.us/onlinelearning/blendedlearninginitiative2021-2022>
- ▶ **07/26/22 (Tue) 1:00 PM Student October: What's New for 2022?**
 - A highlight of changes and updates to the 2022 Student October Count Audit Resource Guide, including legislative changes and clarification regarding general guidance. In addition, general information about the audit process and district total program funding will be provided.
 - Resources: https://www.cde.state.co.us/cdefinance/auditunit_pupilcount
- ▶ **08/02/22 (Tue) 1:00 PM Student October: Online Schools and Programs**
 - Overview of the October Count funding and audit documentation requirements focused on Colorado public online schools and programs.
 - Resources: https://www.cde.state.co.us/cdefinance/auditunit_pupilcount
- ▶ **08/04/22 (Thu) 1:00 PM Student October: AECs**
 - Overview of the October Count funding and audit documentation requirements focused on Alternative Education Campuses.
 - Resources: https://www.cde.state.co.us/cdefinance/auditunit_pupilcount
- ▶ **08/09/22 (Tue) 10:00 AM Student October Office Hours**
 - A follow-up to the 7/26 webinar, for districts to bring questions about Student October Count and related audits.
- ▶ **08/16/22 (Tue) 10:00 AM Transportation CDE-40 (FY21/22)**
 - A discussion of the Transportation CDE-40 Claim Reimbursement calculation and supporting audit documentation.
 - The School Auditing Office will post a pre-recorded video series in summer 2022 called “**The Transportation CDE-40 Step by Step**”; it is recommended that districts watch it prior to attending this live webinar.
 - Resources (& Step by Step video series): <https://www.cde.state.co.us/cdefinance/sftransp>
- ▶ **08/23/22 (Tue) 10:00 AM At-Risk Count Audit Overview**
 - A discussion of the At-Risk Count (Free & Reduced-Price Lunch) reporting and audit documentation requirements, as well as any updates for the 2022/2023 year. Additional resources:
 - At-Risk Audits https://www.cde.state.co.us/cdefinance/auditunit_atrisk_freeandreduced
 - Nutrition Services Meal Eligibility <https://www.cde.state.co.us/nutrition/schoolmealeligibility>

Office Hours

Office hours are informal discussions held using Teams, and are generally not recorded. The School Auditing Office may start with a short presentation on news or reminders, and then the remainder of the time is an open forum for discussion.

For 2022, many of our full webinars will be followed up by a dedicated office hours session a week or two later. The intention is that attendees at the full webinar, and those who watch the recording later, will have the opportunity to consider the information and how it relates to their district, so they can come to the office hours with specific questions on that topic to discuss. (Of course, any other audit-related questions are still welcome.)

2022 Training Schedule & Student October Timeline

Colorado Department of Education School Auditing Office



- ▶ **08/30/22 (Tue) 10:00 AM CDE-40 Office Hours/Q&A**
 - A follow-up to the 8/16 webinar, for districts to bring questions about the Transportation CDE-40 claim process and audit documentation.

- ▶ **09/13/22 (Tue) 10:00 AM ELL Count Audit Overview**
 - A discussion of the English Language Learner Count reporting requirements and audit documentation requirements.
 - We recommend that districts watch the **EL Coding Webinar** offered by [Data Services](#) on 9/9/22 prior to attending this webinar. Additional resources:
 - ELL Count Audits https://www.cde.state.co.us/cdefinance/auditunit_ell_count
 - ELD Programs https://www.cde.state.co.us/cde_english
 - EL Data Coding & Reporting https://www.cde.state.co.us/datapipeline/snap_studentoctober
 - Assessment Office (ACCESS/ALT ACCESS) <https://www.cde.state.co.us/assessment/ela>

- ▶ **09/20/22 (Tue) 10:00 AM ELL Count & Student October Office Hours/Q&A**
 - A follow-up to the 9/13 ELL Count webinar, with additional time for general discussion of any topics related to the the upcoming Student October Count day.

- ▶ **10/11/22 (Tue) 10:00 AM Student October Office Hours/Q&A**
 - A time set aside for general discussion of Student October as the 11-day count window wraps up, to answer questions as districts prepare to submit their Student October data by 11/10.

- ▶ **11/07/22 (Mon) 10:00 AM Duplicate Count Office Hours/Q&A**
 - A time set aside for general discussion of the Duplicate Count process and documentation process as data submission wraps up, to answer questions as districts prepare to finalize their data submissions on 11/10.
 - We recommend that districts watch the **Duplicate Process and Submission Webinar** offered by [Data Services](#) on 10/26 prior to attending these office hours.
 - Resources: https://www.cde.state.co.us/cdefinance/auditunit_pupilmcount

Key to Calendar Entries

School Auditing Office Training/ Office Hours	These webinars and virtual office hours are led by School Auditing Office staff and focus on School Finance audit topics and documentation. The Teams meeting link for each training is posted to the School Auditing Office Training page 15 minutes prior to the meeting start time: www.cde.state.co.us/cdefinance/auditunit_trainings
Data Services Training	These webinars are led by Data Services/Data Pipeline staff and focus on data collection and coding. Links and more information can be found on the Data Pipeline Student October site: www.cde.state.co.us/datapipeline/snap_studentoctober
Window Starts or Ends	These informational dates are included for reference and planning purposes. They mark the beginning or end of data collections and the 11-day count window.
Deadline	These mandatory deadlines are included for reference and planning purposes.
Checkpoint	These Student October-related checkpoints are recommendations from the School Auditing Office and Data Services/Data Pipeline to prepare districts for success during the Student October data submission. These are not mandatory.
Count Day	These are the statutory count days for Colorado's one-day membership count, for districts who have not requested an alternative count day. Districts do not need permission to use the alternative preschool count day on November 1.

WHERE CAN I LEARN MORE? Visit the CDE School Auditing Office home page: <https://www.cde.state.co.us/cdefinance/auditunit>

2022 Training Schedule & Student October Timeline

Colorado Department of Education School Auditing Office



April 2022						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April		
04/01/22 (Fri)	Apply for Certification of a Multi-District Online School	Deadline
04/21/22 (Thu)	Spring EOY Office Hours/Q&A	School Audit Training/Office Hrs

May 2022						
Su	M	Tu	W	Th	F	Sa
					6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May		
05/06/22 (Fri)	2022/2023 Calendar & Bell Schedule Review	Checkpoint
05/24/22 (Tue)	Blended Learning and Supplemental Online Courses: Variance Waiver Process for 2022/2023	School Audit Training/Office Hrs

June 2022						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30		

June		
06/30/22 (Thu)	Request School Code Changes	Deadline
06/30/22 (Thu)	New Audit Resource Guides Available	Checkpoint

July 2022						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

July		
07/18/22 (Mon)	Student Interchange Opens	Window Starts or Ends
07/26/22 (Tue)	Student October - What's New for 2022?	School Audit Training/Office Hrs

August 2022						
Su	M	Tu	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30	31			

August		
08/02/22 (Tue)	Online Schools and Programs October Count 2022	School Audit Training/Office Hrs
08/04/22 (Thu)	Alternative Education Campuses October Count 2022	School Audit Training/Office Hrs
08/09/22 (Tue)	Student October Office Hours	School Audit Training/Office Hrs
08/16/22 (Tue)	Transportation CDE-40 (FY21/22)	School Audit Training/Office Hrs
08/23/22 (Tue)	At Risk Count Audit Overview	School Audit Training/Office Hrs
08/26/22 (Fri)	Student October Snapshot opens	Window Starts or Ends
08/30/22 (Tue)	CDE-40 Office Hours/Q&A	School Audit Training/Office Hrs
08/31/22 (Wed)	Data Pipeline First Year Training	Data Services Training

September Continues on Next Page

2022 Training Schedule & Student October Timeline

Colorado Department of Education School Auditing Office



September 2022						
Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	

September		
09/01/22 (Thu)	EL Coding Training	Data Services Training
09/02/22 (Fri)	Bell Schedule Calculation Check	Checkpoint
09/06/22 (Tue)	Veteran Respondent Training	Data Services Training
09/08/22 (Thu)	First Year Respondent Training	Data Services Training
09/09/22 (Fri)	EL Coding Training	Data Services Training
09/13/22 (Tue)	ELL Count Audit Overview	School Audit Training/Office Hrs
09/15/22 (Thu)	Request an Alternative Pupil Count Date	Deadline
09/15/22 (Thu)	Request an At-Risk Carryover Variance Waiver	Deadline
09/15/22 (Thu)	Authorizer Assurances Due for Online Schools & Programs	Deadline
09/15/22 (Thu)	CDE-40 Transportation Reimbursement Claim Due	Deadline
09/16/22 (Fri)	Verify Student Schedules are Full or Part Time	Checkpoint
09/20/22 (Tue)	ELL Count & Student October Office Hours/Q&A	School Audit Training/Office Hrs
09/22/22 (Thu)	Early Childhood and Kindergarten Coding	Data Services Training
09/23/22 (Fri)	Identify Unique Student Types	Checkpoint
09/26/22 (Mon)	First Day of October Count Window	Window Starts or Ends
09/30/22 (Fri)	Proof of Residency on File for all Online Students	Checkpoint

October 2022						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October		
10/03/22 (Mon)	Official Student October Count Day: Generate Student Schedules, Correct Data Errors	Count Day
10/03/22 (Mon)	Generate Direct Certification List for At Risk Eligibility	Checkpoint
10/05/22 (Wed)	First upload of Student Interchange files	Checkpoint
10/05/22 (Wed)	Misc Coding Training	Data Services Training
10/10/22 (Mon)	Last Day of October Count Window: Check For Transfer Enrollment Exceptions, Generate Attendance	Window Starts or Ends
10/11/22 (Tue)	Student October Office Hours/Q&A	School Audit Training/Office Hrs
10/12/22 (Wed)	Error free in the Interchange files	Checkpoint
10/17/22 (Mon)	Create first Student October Snapshot	Checkpoint
10/18/22 (Tue)	Data Validation and Cognos Reports	Data Services Training
10/25/22 (Tue)	Error free Student October Snapshot	Checkpoint
10/26/22 (Wed)	Data Pipeline Duplicate Process and Submission	Data Services Training
10/28/22 (Fri)	Contact Districts Who May Share Duplicates	Checkpoint
10/31/22 (Mon)	Collect Additional Attendance As Needed	Checkpoint

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November		
11/01/22 (Tue)	Alternate Preschool Count Day (optional)	Count Day
11/03/22 (Thu)	Submit October Snapshot to CDE	Checkpoint
11/07/22 (Mon)	Duplicate Count Office Hours/Q&A	School Audit Training/Office Hrs
11/10/22 (Thu)	Student October Count Submission Closes	Deadline
11/14/22 (Mon)	Upload Duplicate Count Documents	Deadline
11/18/22 (Fri)	Duplicate Count Decisions Communicated to Districts	Deadline
11/23/22 (Wed)	Resubmit October Snapshots (if Required)	Deadline

December 2022						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December		
12/02/22 (Fri)	Submit District Signature Pages	Deadline
12/30/22 (Fri)	Collect remaining Pupil Count docs for unique student types (ex: CE invoices, Work Study docs, etc)	Checkpoint