



Student October (Pupil) Count Audit Documentation List

The following is a summarized list of audit documentation as outlined in the **Student October Count Audit Resource Guide** (http://www.cde.state.co.us/cdefinance/auditunit_pupilcount).

All relevant documentation is subject to review for any, and all, students submitted for funding in the district's Student October Count data submission. **This list is not exhaustive, and additional documentation may be requested during the course of the audit.**

Documentation Checklist

| District-Wide | For Each Student |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> District calendar <input type="checkbox"/> Individual school or program calendars as applicable <ul style="list-style-type: none"> <input type="checkbox"/> Preschools <input type="checkbox"/> BOCES <input type="checkbox"/> Alternative schools or programs (HSED/GED, transition, etc.) <input type="checkbox"/> Calendars that show a rotation of days (e.g. A and B days, etc.) <input type="checkbox"/> Bell schedules (as applicable) <ul style="list-style-type: none"> <input type="checkbox"/> All k-8, middle, junior and senior/high schools <input type="checkbox"/> Preschools <input type="checkbox"/> BOCES <input type="checkbox"/> Alternative schedules (HSED, night school, transition programs, etc.) <input type="checkbox"/> Bell schedules for any rotating and/or shortened days will be required <input type="checkbox"/> Student handbooks for all high schools (if available) <input type="checkbox"/> District graduation requirements <input type="checkbox"/> Course catalog (as applicable) that includes course descriptions | <ul style="list-style-type: none"> <input type="checkbox"/> Attendance reports covering a minimum of the 11-day count period <input type="checkbox"/> Enrollment reports including entry and exit dates for students (if enrollment is not included on attendance reports) <input type="checkbox"/> Individual student schedules <ul style="list-style-type: none"> <input type="checkbox"/> For brick-and-mortar students in grades 6-12 only and all online students <input type="checkbox"/> Individual Education Program (IEP) service delivery page (or ENRICH data pull) encompassing the pupil enrollment count date <ul style="list-style-type: none"> <input type="checkbox"/> Students 18-21 receiving transition services (if applicable) <input type="checkbox"/> Tuition payment verification and district cooperative agreements (MOUs) <ul style="list-style-type: none"> <input type="checkbox"/> Contractual education or 3rd party contract students <input type="checkbox"/> CE, ASCENT, CE, Early College, AVP, CTE, etc. |

Additional Documentation (as applicable)

Districts will also need to provide additional documentation (as applicable) for the unique student, course, school, and program types listed in the corresponding sections that follow:

- ASCENT
- Blended Learning Courses
- Concurrent Enrollment Students
- Contractual Educational Students
- Detention Center Students

- Dropout Recovery Students
- Early College Students
- Expelled Students
- Facility Students
- Foreign Exchange Students
- Home-Bound Students
- Home-School Students
- High School Equivalency Diploma (HSED) Students
- Independent Study Courses
- Kindergarten Students – Special Circumstances
- Online Schools and Programs
- P-TECH Schools and Programs
- Supplemental Online Courses
- Transfer Students (Enrollment Exceptions)
- Transition Students (18-21 Year Old Services)
- TREP (Teacher Recruitment Education and Preparation)
- Truant Students
- Work-Based Learning Experience Courses