

Transfer Students

(Enrollment Exceptions for Students Enrolling after the Pupil Enrollment Count Date)

What Makes This Student Unique for Funding Eligibility?



In order to be eligible for funding, students must have established membership with the district on or before the pupil enrollment count date, unless they meet one of the membership exceptions that allows for students to establish membership after the pupil enrollment count date, but within the 11-day count period. In such cases, the district will need to provide additional documentation to show that the student met the membership exception requirements for funding purposes.

Requirements for Funding



There are three types of transfer scenarios that may allow for students to be included in a district's funded pupil count if membership is not established until after the pupil enrollment count date, but within the 11-day count period. These scenarios include:

Within-District Transfers

If a district has a student that transfers from one district school to another district school, and the student does not have an active enrollment with the district as of the pupil enrollment count date, the district can include the student in their funded count if (1) the student was not in membership with another Colorado public school district as of the pupil enrollment count date and (2) the district has documentation to show that the student established attendance during the current school year prior to the pupil enrollment count date **AND** resumed attendance within 30 days following the pupil enrollment count date. In this case, the schedule that was in place prior to the pupil enrollment count date should be used to determine the student's funding eligibility.

Within-State Transfers

A student who transfers into a district **from another Colorado public school district** after the pupil enrollment count date, but before the end of the 11-day count period, may be eligible to be included in the district's funded student count if the student establishes membership and has a schedule at the district prior to the end of the 11-day count period, **AND** if both of the following are true:

- The student was not eligible to be included for funding by the prior Colorado public school district **AND**
- The student had established attendance during the current school year at the prior Colorado public school district

Out-of-State Transfers

If a student **moves to Colorado (from another state or country)** during the current school year and enrolls in a district after the pupil enrollment count date, but before the end of the 11-day count period, the student may be eligible to be included in the district's funded count if the student establishes membership and has a schedule at the district prior to the end of the 11-day count period. **In this case, the student does NOT have to have established attendance during the current school year, and the student may be new to the educational system (i.e. kindergarten student enrolling in school for the first time after the pupil enrollment count date).**

Documentation



If all criteria have been met, the following documentation must be provided at the time of audit for each student submitted for funding who did not meet the membership requirements with the district as of the pupil enrollment count date:

Within-District Transfers

- Enrollment history that includes enrollment and withdrawal dates for the current school year
- Student schedules that were in place prior to and after the pupil enrollment count date (the schedule that was in place prior to the pupil enrollment count date should be used to determine funding eligibility)
- Attendance documentation showing the student established attendance during the current school year prior to the pupil enrollment count date, and resumed attendance within 30 days following the pupil enrollment count date. Attendance documentation is likely to be needed from both schools

Within-State Transfers

- Attendance documentation showing student began attending prior to the end of the 11-day count period
- Student schedule that was in place prior to the end of the 11-day count period
- Attendance documentation from the prior Colorado public school district showing that the student established attendance during the current school year prior to transferring

Out-of-State Transfers

- Attendance documentation showing student began attending prior to the end of the 11-day count period
- Student schedule that was in place prior to the end of the 11-day count period
- Documentation to support that the student moved to Colorado during the current school year from another state or country

Reference



- [1 CCR 301-39-3.03 and 5.03\(1\)\(a\)](#)

Data Submission Codes



- While there are no data fields included in the Student October Count Snapshot data submission that flag transfer exceptions, any student who does not have an active enrollment with the district per the corresponding data interchange will need to be placed on an exception list in order to be included in the submission. These exceptions are shared with the Field Analyst Support Team
- Enrollment comparisons are made between the Student October Count “Snapshot” and the EOY “Snapshot”

Take Away



- Students transferring in from another Colorado public school district or from an educational setting outside of Colorado must meet the membership and scheduling requirements prior to the end of the 11-day count period in order to be considered for funding
- Within-State transfer students must transfer from another **Colorado public school district** in order to be eligible for funding. Students transferring from a home-school setting, private school setting, or other educational setting within Colorado are **NOT** eligible for funding
- Transfer exceptions may apply to preschool students who transfer into districts using the alternative preschool count date of Nov. 1
- Because students transferring within Colorado must have established attendance at another Colorado public school district during the current school year in order to be considered for funding, any student new to the educational system (e.g. has never attended school before) would not be eligible for funding if the student enrolled after the pupil enrollment count date
- Students transferring to a district after the pupil enrollment count date, but prior to the end of the 11-day count period, from out-of-state or country do not have to have established attendance during the current school year. In addition, these students' last known educational setting outside of Colorado are not restricted (i.e. the student could be new to the educational system or last attended a public school, private school, or home-based educational setting outside of Colorado)

Transfer exception scenarios can be found at the following location:

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

Where can I learn more?

- http://www.cde.state.co.us/cdefinance/auditunit_pupilcount
- This is one section of the entire Student October Count Audit Resource Guide for 2016. For the entire document or additional pages on other student types, please visit <http://www.cde.state.co.us/cdefinance/studentoctobercountauditresourceguide-0>
- Email: audit@cde.state.co.us