



**COLORADO**  
Department of Education

# Student October / Pupil Count Training

2018-2019

# Agenda

- **Data Privacy and Security**
- **Purpose of Student October**
- **Student October Timeline**
- **Student October Resources**
- **Summary of Process**
- **How the Snapshot Works**
- **2018-2019 Changes**
- **English Learner Reporting**
- **Postsecondary Program Reporting**
- **Early Childhood Reporting**
- **Title I Interchange Reporting**
- **Pupil Membership and Funding**
- **Tagging Data**
- **Common Problems and Questions**
- **Student October Contacts**

# Data Privacy and Security

Federal and state laws govern data privacy, confidentiality and security and require CDE to collect data that may include personally identifiable information (PII).

- Name, address, personal identifier
- Other indirect identifiers (e.g., date or place of birth)

***Information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. (§ 99.3)***

# Data Privacy

- ✓ Check local policies for restrictions
- ✓ Use secure-file transfer protocols
- ✓ Call CDE with questions about how to transmit PII securely
- ✗ Do not send PII over e-mail or fax
- ✗ Do not use PII in trainings
- ✗ Do not share PII with unauthorized individuals
- ✗ Do not share passwords

For more information

<http://www.cde.state.co.us/dataprivacyandsecurity>

## Syncplicity

- CDE's secure file sharing service of choice
- Each district has a folder called:
  - ##### - DISTRICT NAME – Student
  - Shared with CDE Student October Collection lead and CDE End of Year Collection lead as well as student collection respondents within the given district
- Call or email to gain access if you do not have it.
- Exception requests must be loaded into your district's Syncplicity folder
- For questions about students or errors where you need to share PII you may add a new file to the folder

## What not to send via email

- Student Name (first or last)
- Date of Birth
- SASID

## What can be sent via email?

- Describe situation in detail without student details
- You may include an error code or school code

# Purpose of Student October



# Purpose of Student October

- **Obtain student level data required by state and federal statute**
  - Such as the Public School Finance Act of 1994 (CRS 22-54-101)
  - And the Elementary and Secondary Education Act ; reauthorized as the Every Student Succeeds Act (ESSA)
- **Data collected in Student October is used to determine district funding**

Visit this webpage for details:  
<http://www.cde.state.co.us/cdefinance/generalinfo.htm>
- **Also used to measure school and district demographic data reported to the federal government as a part of *EDFacts***  
<http://www2.ed.gov/about/inits/ed/edfacts/index.html>

**Data from Student October is also used for: reports, grants, news articles, and official decision making about schools, districts, and the state.**

**Accurate data is the primary goal of the collection because:**

1. CDE wants to make sure that districts receive the correct amount of funding;
2. Demographic reports should accurately represent school and district populations;
3. Accurately reported English Learner (EL) student data is necessary for federal and state reporting as well as being used for state funding through ELPA (English Language Proficiency Act).

## How to ensure your data is accurate?

- Complete the basics of the collection early
  - Get files error free and create snapshots by the middle of October
- An error free snapshot does not guarantee accurately reported data
- Thoroughly review your data
- Ask your district's subject area experts to assist in verifying data
  - They might include people from: Finance Department, English Learner Department, Special Education Department, and the Registrar
- Use the COGNOS reports available through Data Pipeline to assist in data verification

# Purpose of Student October

## Do NOT report inaccurate data to avoid errors

- If a student is generating errors please request an exception
- Call CDE if you have questions about how to properly code a student

# Student October Timeline

# Student October Timeline

- The pupil enrollment count date (i.e. Student October Count date) is usually October 1<sup>st</sup> of every year unless that date falls on a Saturday, Sunday or major religious holiday. This school year 2018-2019, the October Count Date is Wednesday, October 3<sup>rd</sup>.
- Alternative count date requests must be submitted in writing to the CDE School Auditing Office by: September 15, 2018. Please submit them to Aaron Oberg at [oberg\\_a@cde.state.co.us](mailto:oberg_a@cde.state.co.us)
- Please make sure Pupil Count Coordinator (Rebecca McRee in the CDE School Auditing Office) is aware of the alternate count date. [McRee\\_r@cde.state.co.us](mailto:McRee_r@cde.state.co.us)

# Student October Timeline

Wednesday, August 29, 2018

- Snapshot Opens: Districts may begin creating snapshots without error free interchange files

Wednesday, September 26, 2018 – Wednesday, October 10, 2018

- 11 Day Count Window for schools or districts with 5-day week

Four Day School Week Count Windows

- Monday-Thursday Schools: September 25, 2018 – October 11, 2018
- Tuesday-Friday Schools: September 25, 2018 – October 11, 2018

Wednesday, October 3, 2018 – Count Day

- Official Count Day: used to create snapshot records in data pipeline

Thursday, November 1, 2018 – Preschool Alternate Count Day

- Districts may choose to use this count day for preschool students without approval from CDE.
- Applies to all Preschool students

# Student October Timeline

## September

- September 15th: Deadline for requesting Alternate Count Day & FRL Variance Waiver from Auditing.

## October

- **Thursday the 4<sup>th</sup>: Target for first upload of Student Interchange files**
- Thursday the 11<sup>th</sup>: Target for error free in the Interchange files
- **Thursday the 18<sup>th</sup>: Target for first Student October Snapshot**
- Thursday the 25<sup>th</sup>: Target for error free Student October Snapshot

## November

- Tuesday the 6th 5 pm: Soft deadline: Student October snapshot submission date
- **Friday the 9<sup>th</sup> 5 pm: Legislated snapshot submission deadline!!!**
- **Wednesday, November 28th 5 pm: Deadline to resubmit data to CDE!**

## December

- **Thursday, December 6th 5 pm: Signature pages due to CDE**



## Free and Reduced Lunch – Variance Waiver

- 2018-2019 Free and Reduced Lunch should be as of the Count Day or carried forward from prior year.
  - Carry forward can be used if the Count Day is within the first 30 school days
- For 2018-2019 if the Count Day is not within the first 30 school days districts may request a Variance Waiver to use carry forward status
  - Variance waiver is for At-Risk calculation and not the child nutrition program
- Written requests for Variance Waiver required:
  - Submitted to Jennifer Okes, Chief Operating Officer ([okes\\_j@cde.state.co.us](mailto:okes_j@cde.state.co.us))
  - Addressed to Commissioner of Education
  - Deadline for Submission is **September 15, 2018**
  - Please make sure Pupil Count Coordinator and Nutrition Director are informed of the request and/or approval of Variance Waiver.

## General Duplicate Count Process

- Begins once all districts have submitted their Student October Snapshot to CDE
- Three business days after running the duplicate process Duplicate Documentation is due to The CDE School Auditing Office
- Three business days after documentation received decisions will be sent to districts
- Because the deadline for the Student October Snapshot is November 9<sup>th</sup>, all documents are due to the School Auditing Office on November 13<sup>th</sup> and decisions will be made by November 16<sup>th</sup>.

## Signature Page

- Due **Thursday, December 6<sup>th</sup>**: Signed by Secretary of Board of Education
  - If your district needs an extension please send me an email with the day when your School Board Secretary will be able to sign the form

# Student October Resources

## Things to remember for Student October

- If you have questions email or call Genevieve Hale at:  
[hale\\_g@cde.state.co.us](mailto:hale_g@cde.state.co.us) or at 303.866.6970
- We can also schedule one-on-one work sessions during the collection.

## The CDE website has lots of resources

- Student Interchange-This is a set of files which contain student information for a school year. It contains student demographics, student enrollment records, post-secondary information and advanced course completion data.

Information for the Student Interchange can be found at:

[http://www.cde.state.co.us/datapipeline/inter\\_student](http://www.cde.state.co.us/datapipeline/inter_student)

# Student October Resources

- Student October Data-The Student October Pupil Enrollment collection contains student enrollment information as of the pupil enrollment count date. This information is used to determine school demographics, number of students in instructional programs, free and reduced lunch counts, and distribution of school finances across the state.

Information for Student October Count Data can be found at:

[http://www.cde.state.co.us/datapipeline/snap\\_studentoctober](http://www.cde.state.co.us/datapipeline/snap_studentoctober)

# Student October Resources

➤ **Student October Count Audit Resource Guide-The purpose of this guide is to:**

- 1) Support the Student October Count Data submission and subsequent audit
- 2) Summarize state and federal requirements regarding the Student October Count audit process
- 3) Summarize the required documents necessary to audit per pupil funding eligibility
- 4) Ensure Student October Count collection is audited in a consistent manner
- 5) Provide information and guidance to school districts, the Charter School Institute (CSI), charter schools, charter school collaboratives, charter school networks, and board of cooperative education services (BOCES)

The Guide can be found at:

<http://www.cde.state.co.us/cdefinance/studentoctobercountauditresourceguide2018>

\*Please note that while the Guide has been developed to conform to state statute and the Code of Colorado Regulations, it is not meant to be comprehensive nor is it intended to replace state statute or administrative rules.

## Additional Webinars

### ➤ **Data Pipeline Town Halls**

- Every Thursday 9 AM
- Emails Invitations normally go out on Wednesdays with Agenda
- <https://cdeinfotech.adobeconnect.com/cde-data-pipeline/>
- Call in number: 866.764.6750

### ➤ **Student October Office Hours**

- Begins Tuesday, September 18, 2018 and runs for seven weeks through the end of October
- These are available so we can address common problems and answer questions in group setting
  - [https://cdeinfotech.adobeconnect.com/data\\_services](https://cdeinfotech.adobeconnect.com/data_services)

# Student October Resources

## Student October Trainings

**These one and a half hour webinars will cover the basics of the Student October Collection**

The trainings will cover the 2018-2019 timeline, changes to the student interchange and student October snapshot, common problems during the collection, and a short Q/A session.

- Tuesday, August 21, 2018 - 10:00 a.m. to 11:30 a.m.
- Wednesday, August 29, 2018 - 1:00 p.m. to 2:30 p.m.

## First Year Respondent Training

- Wednesday, September 5, 2018 - 2:30 p.m. to 4:00 p.m.

## Student October Online Office Hours

**This is time to discuss the collection and ask questions.** The office hours will begin with a brief update on the collection and then move into Q/A sessions.

- Tuesday, September 18, 2018 - 2:00 p.m. to 3:00 p.m.: EL Data Reporting
- Wednesday, September 26, 2018 - 9:00 a.m. to 10:00 a.m.: TBD
- Tuesday, October 2, 2018 - 9:00 a.m. to 10:00 a.m.: TBD
- Wednesday, October 10, 2018 - 2:00 p.m. to 3:00 p.m.: TBD
- Tuesday, October 16, 2018 - 2:00 p.m. to 3:00 p.m.: TBD
- Thursday, October 25, 2018 - 1:00 p.m. to 2:00 p.m.: Data Validation and Cognos Reports
- Wednesday, October 31, 2018 - 1:00 p.m. to 2:00 p.m.: Data Pipeline Duplicate Process and Submission

[https://cdeinfotech.adobeconnect.com/data\\_services](https://cdeinfotech.adobeconnect.com/data_services) Phone: **855.397.4421**





## CDE Professional Development Page

- <http://www.cde.state.co.us/professionaldevelopment>
- New resource that has links to trainings and training materials across CDE
- Still a work in progress, if you don't find what you are looking for make sure to check the webpage for that office/collection too.

## Email Updates

- I will be sending periodic emails throughout the data collection with updates.
- Please read and send in questions if anything isn't clear

# Summary of Process

# Summary of Process

- Review CDE School Auditing Office Student October Resource Guide located at:

[http://www.cde.state.co.us/cdefinance/auditunit\\_pupilcount](http://www.cde.state.co.us/cdefinance/auditunit_pupilcount)

- Obtain SASIDs for all new students through RITS (the earlier the better!)
- Upload Student Interchange files, Student Profile (or Demographics/DEM) and Student School Association (SSA)
  - Use file extracts from your Student Information System (SIS)
  - Load the DEM file first, wait until you receive email from CDE saying the file upload is complete then upload SSA file
- If applicable, upload a Title I interchange file (this file is used to identify students receiving Title I Targeted Assistance funding)
  - Only districts that have Title I funded schools that receive Targeted Assistance (TA) funding need to upload to this interchange

## Once files are loaded

- View error reports:
  - 1) Within pipeline -> Pipeline Reports -> Error Report

The screenshot shows a web application interface for viewing error reports. On the left is a vertical navigation menu with the following items: File Upload, Student Profile, Title 1, Teacher Student Data link, Dataset Administration, Pipeline Reports (highlighted with a red box), Error Report (highlighted with a blue box and a red border), and Cognos Report. The main content area is titled "Error Report" in green text. It contains a search form with the following fields: Dataset (dropdown menu), School Year (dropdown menu), Error Type (dropdown menu), File Type (dropdown menu), and Organization/LEA (dropdown menu). A green "Search" button is located at the bottom right of the form. A "Logout" button is visible in the top right corner of the application area.

## Resolve errors, either by correcting coding or requesting exceptions

- Some errors cannot have exceptions made. Please contact me if you have questions about errors you are receiving.
- To request exceptions:
  - Fill out exception request template available online or in your district's Syncplicity folder
  - Upload template to Syncplicity and email me
  - I will send reply informing you if the exceptions were approved and if they were uploaded
  - After the exceptions are uploaded by CDE, you will need to upload your related file again to clear the errors

## **Create a Student October Snapshot**

- Student Profile -> Snapshot
  - Generally only create new snapshot, do not update snapshot

## **Resolve Student October Errors**

- Either in Pipeline errors or Cognos report
- Fix coding in either DEM or SSA file to resolve errors or request exceptions
- Create new snapshot

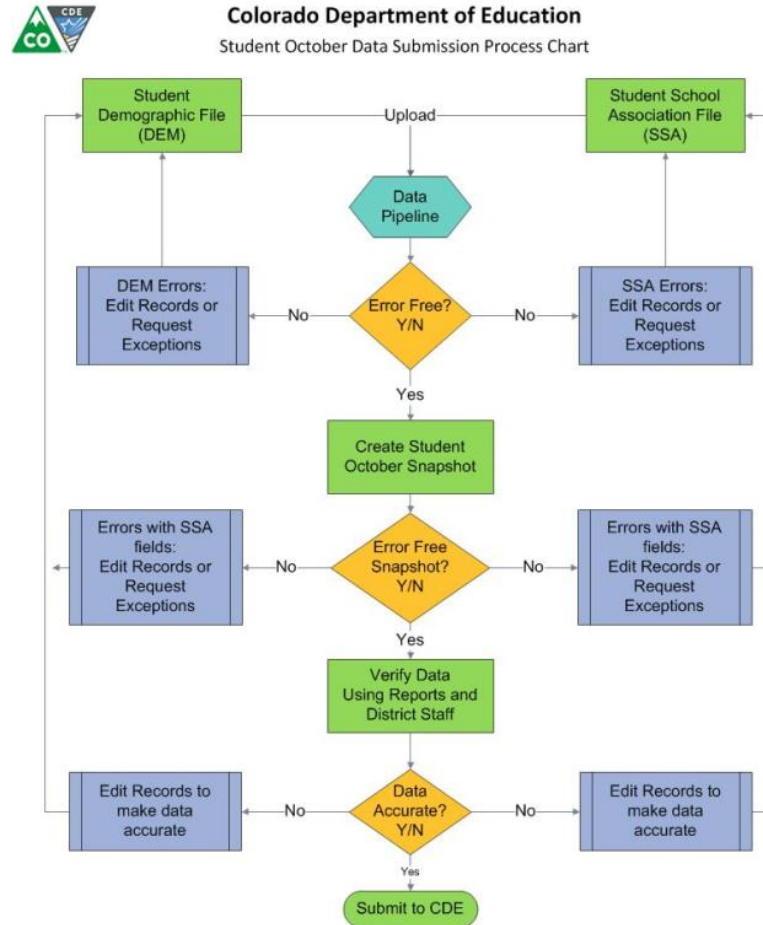
## **Submit Home School Data**

- Student Profile -> Home School Data
- Number of students in each grade who were reported to your district as home school (students not included in snapshot)

# Summary of Process

- **Once you have error free interchange and snapshot:**
  - Verify the accuracy of the data using the many reports in Cognos to ensure your district data matches the data CDE has
- **Once you have verified data, submit the snapshot to CDE**
  - Student Profile -> Status Dashboard and click 'Submit to CDE'
  - Must have LEAPPROVER role in IDM to complete this step
- **Next duplicate process runs to identify students reported by multiple districts**
  - Districts with duplicates will be asked to submit documentation of student enrollment to the CDE School Auditing Office
- **The CDE School Auditing Office will determine which district can count duplicate students**
  - Once duplicate decisions are made then make changes to data if necessary and resubmit to CDE

# Summary of Process

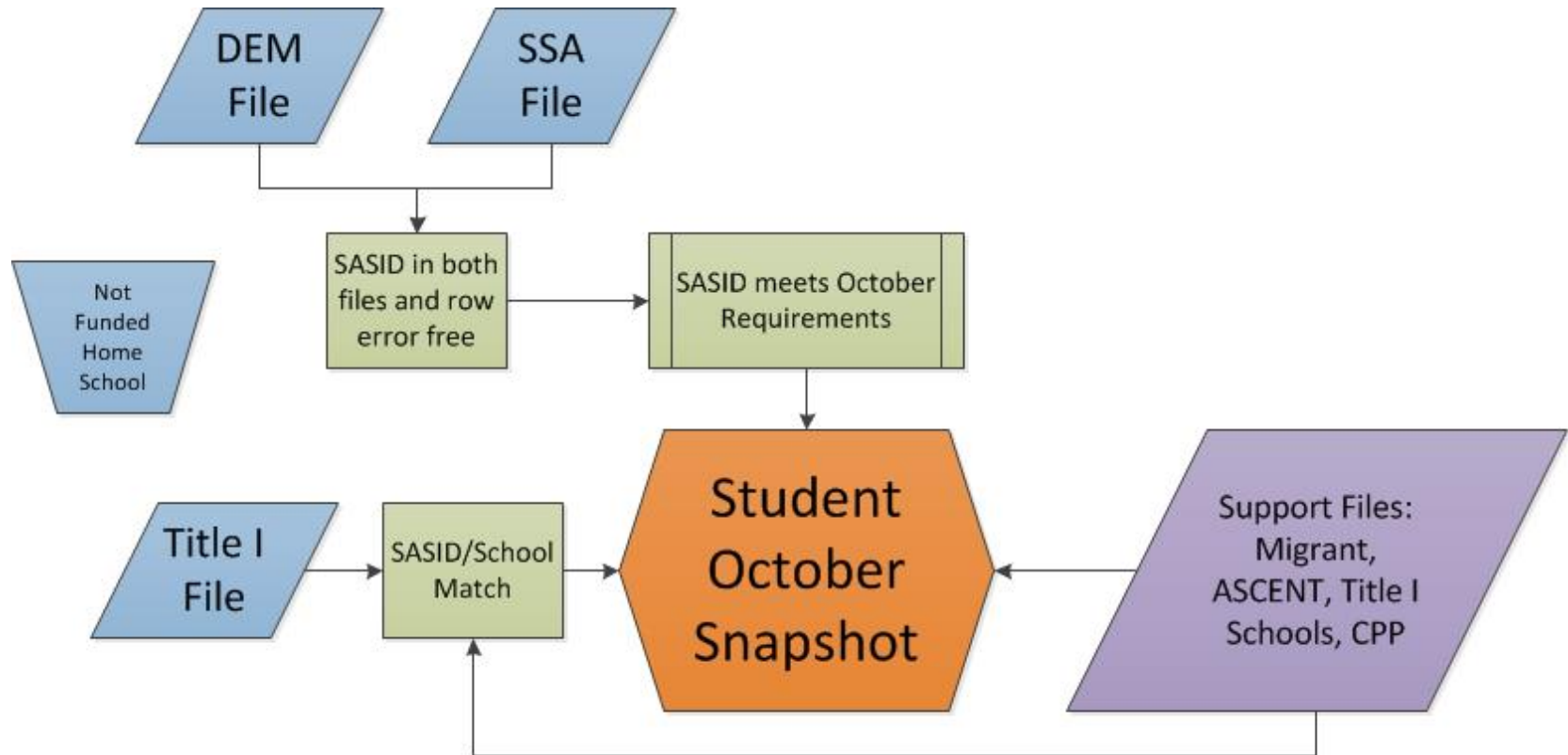


Updated: 8/24/2016 – Morgan Holmgren



# How the Snapshot Works

# How the Snapshot Works



## **Student October Snapshot Criteria**

- Student record in DEM file is error free
- Student has at least one record in SSA, also error free
- Primary School flag = 1
- Entry Date on or before count day and Exit Date after count day
  - Or SASID is in Transfer/Alternate Count Day exception file

## **Support Files (Files loaded by CDE):**

- Title I Schools (list of schools who are School Wide Title I or Targeted Assistance)
- CPP and ASCENT allotments
- Migrant Data
- Foster Student List

# Changes for 2018-2019

## Student Interchange Changes

### ➤ Student School Association

- Exit Codes-Transfers-Exit Code 06 was modified from K-6 to PK-6
- Exit Codes-Transfers-Exit Code 23 was added. This code is Previous Graduate did not complete a Postsecondary Program-Student exited the district after previously being correctly coded as a graduate in a prior year and has not completed a postsecondary program like ASCENT or P-TECH. These students must have entry type 90 or 91 (re-entry after being coded as a graduate in a prior year). This code should not be used if the student completed a postsecondary program, use Exit Code 24

## Student Interchange Changes

### ➤ Student School Association

- Exit Codes-Transfers-Exit Code 24 was added. Previous Graduate completed Postsecondary Program-Student exited the district after previously being correctly coded as a graduate and has completed a postsecondary program (current acceptable programs are ASCENT and P-TECH). These students must have an entry type 90 or 91 (re-entry after being coded as a graduate in a prior year). This code should not be used if a student has not previously been reported as a graduate or did not complete a postsecondary program (see Exit Codes 96 and 23)

## Student Interchange Changes

### Student School Association

- Exit Codes-Graduating or Completing-Exit code 96 was added. Graduated and Completed a Postsecondary Program-A student who has graduated with a high school diploma and has completed a postsecondary program (current accepted programs are ASCENT and P-TECH). The student cannot have been reported as a graduate in a previous year. If the student has already been reported as a graduate please use Exit Code 24.
- Entry codes-Incoming Transfers-Entry Code 06 was changed from K-6 to PK-6

## Student Interchange Changes

### ➤ Student School Association

- Online Schools-code 91 was added Full-Time Online (Single District Online)-Pupil is enrolled full-time in a single district online program or school. A single district program or school is defined as a district online program or school which enrolls no more than 10 students from another district.



## Student Interchange Changes

### ➤ Student School Association

- Online Schools-code 92 was added. Full-Time Online (Multi-district Online)-Pupil is full time in a CDE approved multi-district online school. A multi-district school is defined as an online school that serves a student population drawn from two or more school districts.

## Student Interchange Changes

### ➤ Student School Association

- Online Schools-code 94 was added. Part-Time Online (Single District Online)-Pupil is enrolled part-time in a single district online program or school. A single district program or school is defined as a district online program or school which enrolls no more than 10 students from another district.

## Student Interchange Changes

### ➤ Student School Association

- Online Schools-code 95 was added. Part-Time Online (Multi-district Online)-Pupil is enrolled part-time in a CDE approved multi-district online school. A multi-district school means an online school that serves a student population drawn from two or more school districts.

## **Student Interchange Changes**

- Student Interchange-Student Demographics
  - Primary Nighttime Residence- Code 01 has been updated to read Shelters/Transitional Living previously was just Shelters.

**No Student October Snapshot Changes This Year!**

# English Learner Reporting

## English Learner Data is reported in the Demographic File in three fields

- **Language Background:** determined by district/school staff using Home Language Survey (HLS).
  - All students must have a valid language background. 'eng' is used for English speakers.
  
- **Language Proficiency:** The level of English proficiency for a student based upon W-APT or WIDA Screener and a body of evidence
  
- **Language Instruction Program:** The type of program by which an EL student receives English language development services.

## Language Background

- The three letter code for a student's language that is determined by HLS.
- Language Background Codes can be found at:  
[http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes)
- Students with a Language Background of 'eng' (English) must have Language Proficiency and ESL\_Status/Bilingual codes of '0'
- Students with a Language Background that is not 'eng' (English) must have a valid Language Proficiency code other than '0'

## Codes

00	No or Not Applicable
01	English as a Second Language (ESL) or English Language Development (ELD)
02	Dual Language or Two-way Immersion
03	Transitional Bilingual Education or Early-Exit Bilingual Education
04	Content Classes with integrated ESL Support
05	Newcomer programs
97	Other
98	Not in a Language Instruction Program, Parent Choice (Parent Refusal)

### Other

- Don't use other before consulting with CDE staff. Most Language Instruction Programs should fall under one of the defined programs
- There is a document defining these on the Student Interchange website
- Definitions of Programs is available on Student Interchange website



## Language Instruction Program & Language Proficiency

- EL Logical Sequence now entirely within Language Proficiency
- Any student who is NEP, LEP, or FEP (Monitor Year 1 and Monitor Year 2) must have a Language Instruction Program
- EL Logical Sequence expanded to include: Exited Year 1 and Exited Year 2
- Once a student has exited they should now move to FELL

## 2018-2019 Codes

- 1 - NEP
- 2 - LEP
- 4 - PHLOTE
- 5 - FELL
- 6 - FEP Monitor Year 1
- 7 - FEP Monitor Year 2
- 8 - FEP Exit Year 1
- 9 - FEP Exit Year 2

- If Language Instruction Program is Parental Refusal they must have a Language Proficiency code of NEP, LEP, or FEP
- In prior years, when students transferred into a district and district determined student to be fluent/non-EL, students should have been coded as FELL / PHLOTE.
- Starting in 2017-2018, CDE will allow additional flexibility – under ESSA and ELPA – to report the students as following the state progression.

## Example

Student enrolls in your district from another Colorado School District

Following your district practices the student:

- Has a language background other than English
- Is assessed and determined to be fluent in English (not eligible for EL services)

Student then may be coded as:

- FEP : Monitor 1, Monitor 2, Exit 1, or Exit 2
- PHLOTE or FELL

You use a CDE resource to find out that in October 2017 student was coded as: **FEP - Monitor Year 1**

You may follow that progression and have them coded as **FEP - Monitor Year 2** for the 2018-2019 school year

or

You may code the student as FELL

## **State and Federal Funding: NEP, LEP, FEP Monitor 1, and FEP Monitor 2**

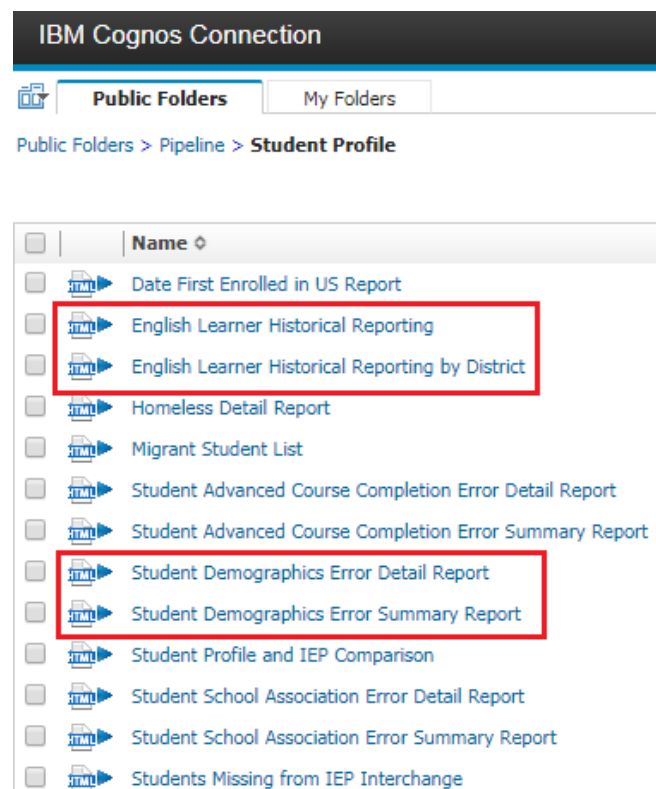
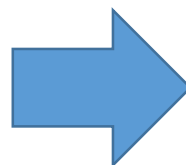
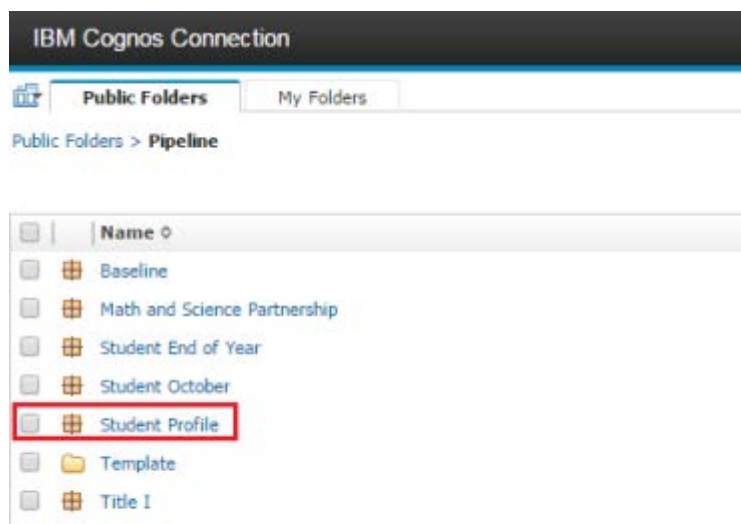
- English Language Proficiency Act
- State At-Risk Funding
- ESSA, Title III

## **School and District Accountability**

- Students identified as Monitor 1, Monitor 2, Exit 1, and Exit 2 students are included in the EL disaggregated subgroup

## Reports on EL Students:

- Log into Data Pipeline and Click on **Cognos Reports**



**There will be two CDE Data Pipeline Reports for finding how a student was coded in the past, either by your district or another Colorado district**

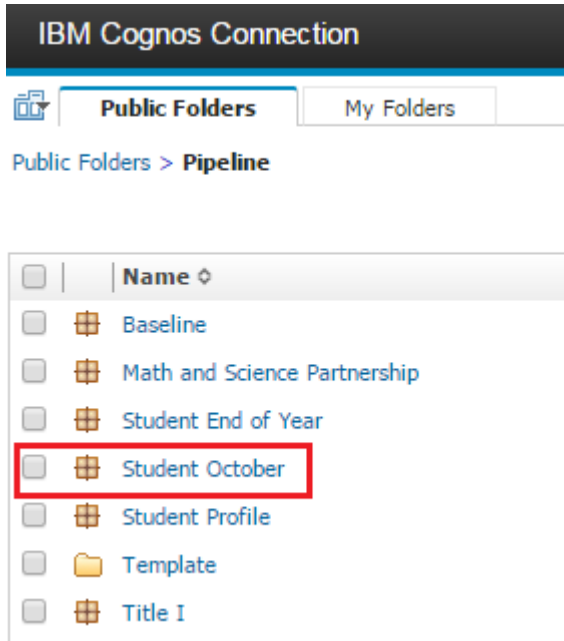
➤ **English Learner Historical Reporting**

- Report for looking up individual students that will include full history of EL Reporting

➤ **English Learner Historical Reporting by District**

- Report that will include all students with non-English background
- Previous October's EL values
- Current EL values
- CDE's best guess of current year location in Logical Progression

## Student October reports also have EL information



- District Summary of ELL Students
  - Breakdown of EL status by grade, district wide
- District Summary of English Language Learners
  - Breakdown of EL status by school
- ELPA Report
  - Report showing all EL students, by school, EL Codes, and Years in Program
  - Reported for ELPA funding prior year determines current year funding



## Re-designation

- Redesignation is a term that describes a process that districts and schools develop to determine when English learners are Fluent English Proficient (FEP) and can transition successfully to classrooms, with minimal ELD support.
- It is a term that is used when a student's English language proficiency level changes from Limited English Proficient (LEP) to Fluent English Proficient (FEP) Monitor 1.
- The state mandated English Language proficiency assessments: ACCESS 2.0 and Alternate ACCESS are used to initiate process
  - Districts/schools must develop and implement a standardized process, to include objective criteria, for further investigation and confirmation of a student's ability to meet grade-level performance expectations through a body of evidence.
- Re-designate students at the start of the school year to avoid EL logic errors (students moving from one category to another at unexpected times). See:  
[http://www.cde.state.co.us/cde\\_english/1819redesignationguidance](http://www.cde.state.co.us/cde_english/1819redesignationguidance)

## Monitor year 1 and year 2

- Must be two consecutive years of monitoring
- Must still receive classroom differentiated instruction and assessment, if needed
- After two years of monitoring a student may:
  - Move to exit status FEP and Exit 1
  - Or reenter LEP status and EL program

A student's first year of monitoring will start at the beginning of a school year, based on spring assessments from previous school year.

# Postsecondary Program Reporting

# Postsecondary Program Reporting

## 1 character -> 2 character

Code	Program	Grade
00	Not Applicable	PK - 12
01	ASCENT Current Year	Retained 12 Only
02	Concurrent Enrollment	9 - 12
07	Early College	9-12
08	Dropout Recovery at Community College	Age: 16 to 21
09	ASCENT Carryforward – Full-Time	Retained 12 Only
10	ASCENT Carryforward – Part-Time	Retained 12 Only
15	P-TECH – Years 1-4	9-12
16	P-TECH – Years 5-6	Retained 12 Only

# Postsecondary Program Changes Reporting

- Make sure you know how many ASCENT slots your district has been assigned and how many carryforward slots you have received.
- There is a report called “**Summary of Postsecondary Programs**” which should have this data available after you create your first snapshot.
- You may request with the postsecondary office to have slots decreased. The deadline is November 5, 2018.

Contact is Mary Anne Hunter at [hunter\\_m@cde.state.co.us](mailto:hunter_m@cde.state.co.us)

# Postsecondary Program Changes and Reporting

- Students in P-TECH programs/schools should be reported as a P-TECH student in years 1-4 for at least 1 year prior to being retained and reported in years 5-6 for extra education.
- Your district must be approved to offer P-TECH to use this code.

# Early Childhood Data Reporting

**All districts are allowed to, without prior approval, use November 1<sup>st</sup>, 2018 as their count day for preschool students.**

- This is to allow districts extra time to identify young children who may qualify for special education services and funding.
- This alternate date applies to early childhood students only.
  - Whichever date is chosen, the same count date is used for all early childhood students within the district.
  - Any student with grade level 004 will be pulled into the October Count Snapshot based on the record that has an active enrollment record on November 1 instead of October 3.

**Districts may choose to count PK students for the October and November dates and choose the one with greater funding**



- To use the November 1<sup>st</sup> PK count date you will select that option when creating your snapshot.
- If you are using the Nov 1<sup>st</sup> PK count date you cannot count:
  - Student who left the district prior to the alternate count day
  - Students included in another district's October Count day

## Requirements for CPP and ECARE

- Half-day preschoolers (funding code 83) must have at least 90 hours of teacher-pupil instruction or contact in the first semester, and the CPP program must be available 360 hours in the course of the school year.
- Full-day preschoolers (funding code 81) must have 180 hours of teacher-pupil instruction or contact in the first semester, and the CPP program must be available 720 hours in the course of the school year.
- ECARE Full-day kindergarteners must have 900 hours of teacher-pupil instruction over the year.
  - 006 Half-Day kindergarten positions counted Oct. 3rd can switch to 007 ECARE positions for eligible children by November 1 so long as the 900 hour-rule will be met.

## CPP and ECARE Funding

- Districts cannot exceed their allotted CPP and ECARE slots
  - There is a Cognos report called “**District Summary of CPP Allotments**”
  - Allotments are based upon funding code and grade
  - CDE early childhood office sets the allotments based upon requests from district staff
    - If your district alters ECARE or CPP slot allocations, you must notify CDE before submitting.
  - Use Funding code 89 (Not Eligible, CPP Allocation Met) to indicate unmet need for more CPP slots
    - CDE may be able to reassign unused allotments to these students during the collection

## Funding Options for CPP/ECARE

### ➤ CPP

- CPP preschool half-day: Grade level 004 + Funding code 83
- CPP preschool full-day (two half-day CPP slots as approved through CDE): Grade level 004 + Funding code 81
- CPP and SPED preschool full-day (one half-day CPP slot and one PK SPED slot): Grade level 004 + Funding code 64
  - See FAQ for questions regarding combining preschool special education and CPP funding

### ➤ ECARE

- ECARE preschool half-day: Grade level 004 + Funding code 83
- ECARE preschool full-day (2 ECARE positions): Grade level 004 + Funding code 81
- ECARE full-day kindergarten: Grade level 007 + Funding code 83

## An ECARE position may not be used:

- To fund children with no documented eligibility factors
- To combine with a CPP position to serve a single child. However, two ECARE positions may be combined to create a full day opportunity for an eligible child.
- To fund a second year of preschool for children served with CPP funds as four-year-olds
- To serve kindergarten age eligible children in preschool
- To serve kindergarten students who enter a program after the October count window closes

## Preschool Students Reported at non-public schools

- Students funded with CPP/ECARE or PK SPED slots must have a valid school code, either public or non-public
- If they are being educated at a non-public school should be reported with a PAI code:
  - 27: Non-Public Schools (Contractual Agreement)
  - 30: Colorado Public Agency (Contractual Agreement) – Head Start, preschools operated by a college or university or recreation center.
- CDE will verify license numbers for all non-public schools serving preschoolers with the Colorado Department of Human Services

## Reporting Kindergartners

- Grade 006: Half-day Kindergarten
  - 450+ academic instructional hours
  - Funding code 82
- Grade 007: Full-day Kindergarten
  - 900+ academic instructional hours
  - Funding code 82
- Other funding options
  - Grade 007 + funding 83 – full-day with an ECARE slot
  - Grades 006/007 + funding 80 – Kindergartners retained in previous school year w/ documentation of retention because of a significant reading deficiency

## Reporting 5 year olds in 1<sup>st</sup> grade

- 5 year olds may be enrolled and reported in 1<sup>st</sup> grade if the student attended Kindergarten for at least 120 days in a state other than Colorado
- Requires a CDE approved exception
- Documentation of student's attendance in school in another state will be required during the next district audit
  - The documentation should show the student met the 120 day requirement
  - or if your district is approved to offer Early Access to Kindergarten or First Grade for students with an Advanced Learning Plan (ALP) documentation is needed



# Questions?

For any questions about reporting state-funded preschool or ECARE kindergarten, please contact:

Liz Schroeder - Program and Data Support for Colorado  
Preschool Program

[Schroeder\\_E@cde.state.co.us](mailto:Schroeder_E@cde.state.co.us)

303.866.6783

# Title I Interchange Reporting

# Title I Interchange

- The method districts use to report students served with Federal Title I Targeted Assistance (TA) funds.
- Data from the Title I Interchange are captured in October Count and End-of-Year snapshots.
  - States that accept Title I \$\$ must report Title I data to the U.S. Department of Education:
  - District overall and disaggregated by:
    - student groups (race/ethnic, IEP, FRM, EL)
    - program (Schoolwide vs. Targeted Assistance)
- Accepts TA students only. All students in SW programs are coded Title I.

**Not Title I**



**No students in school considered Title I regardless of FRM eligibility**

**Title I SW**



**All students in school considered Title I regardless of FRM eligibility**

**Title I is not the same as low-income!**

**Title I TA**



**Only students in academic need and targeted to receive Title I-funded resources considered Title I.**

# Title I Interchange

- Title I school designations made by districts.
- Students only go in Interchange IF school is Title I AND student is being served.
- Title I primarily a K-12 program, but some districts serve PK students. If PK receives Title I TA funds, TA PK students must be entered into Title I Interchange.
- If you are the Title I Respondent, we will train on that soon.
- Watch email box and CDE's *The Scoop*.

Sign up to receive The Scoop at:

<https://state.us5.list-manage.com/subscribe?u=bee6c43ae6102530cf98cadf9&id=ab7e1e5d57>

## 2017-18 End-of-Year 2018-19 October Count

- Title I Interchange data are pulled into both.
- Changes made after snapshot taken are not included.
  - If changes made after snapshot is taken, snapshot must be re-taken to include new changes.
  - Good to communicate with district Title I Respondent.

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# Pupil Membership and Funding



## **Pupil Attendance Information (PAI)**

A) Students in membership at a given school or program

B) Students in membership at another district/BOCES school or program

## Which Students get included in Student October?

- Students in membership at your district's schools (PAI=01-08)
- Students your district is contracting with an outside program/district/BOCES to educate (PAI=24-33)

## What is membership?

- Enrollment + Attendance
  - Enrolled by the count day (or alternate count day)
  - Attendance present on count day OR
  - Has established attendance prior to count day during the current school year AND resumes attendance within 30 days following the count day

## 01-08 PAI codes

- 01-Resident, Designated School
- 02-Resident, School of Choice (Open Enrollment)
- 03-Resident, Non-District Site (Expelled, Preschool)
- 04-Non-Resident, Choice (Public Schools of Choice)
- 05-Non-Resident, Non-Choice
- 08-Resident, Non-Choice

**These codes are for students being educated in the district reporting them. Resident/Non-resident should be determined by the district associated with the residence of the parent(s).**

## **Resident Pupils Attending an Educational Program Not Operated by the Reporting District**

- 24 – Court Mandated Juvenile Detention
- 27 – Non-Public Schools (Contractual Agreement)
- 28 – Outside of Colorado Public Education Agency
- 29 – Outside of Colorado Non-Public School
- 30 – Colorado Public Agency (Contractual Agreement)
- 31 – School District or BOCES (Contractual Agreement)
- 33 – Online Schools (Contractual Agreement)

**These codes are used for students who are residents of reporting district but the district is not educating the student**

## Transfer Enrollment Exceptions

- Students transferring to your district after the count day during the 11 day window who are not eligible to be counted by another district
  - Includes in-state and out-of-state transfer students
  - Must meet criteria outlined in the Student October Count Audit Resource Guide section on Transfer Enrollment Exceptions
  - You must fill out Transfer Date Exception template to have student counted

## How to report students in a BOCES

- Is it a BOCES program or school?
- Programs (does not have a school code)
  - Report student at their **home school**, do not use '0000'
  - 01-08 PAI code, as appropriate for school code used
  - Non-School Program = 03
- Schools (has a school code)
  - Report at the **BOCES school code**, do not use '0000'
  - Use 31 (Brick and Mortar School) or 33 (Online) PAI codes
  - Non-School Program = 00
- BOCES cannot report students for funding in both situations districts must report appropriate funding code

# Pupil Membership and Funding

District Code	District Name	School Code	School Name
9130	EXPEDITIONARY BOCES	2840	ROCKY MOUNTAIN SCHOOL OF EXPEDITIONARY LEARNING
9170	COLORADO DIGITAL BOCES	1550	COLORADO PREP ACADEMY
9170	COLORADO DIGITAL BOCES	6971	PIKES PEAK ONLINE SCHOOL
9175	COLORADO RIVER BOCES	6134	YAMPAH MOUNTAIN SCHOOL
9035	CENTENNIAL BOCES	3997	INNOVATIVE CONNECTIONS HIGH SCHOOL
9035	CENTENNIAL BOCES	1607	CENTENNIAL BOCES HIGH SCHOOL
9050	SAN JUAN BOCES	8121	SOUTHWEST COLORADO E-SCHOOL

## All students must have a valid public school finance status

Not-Eligible	Part-Time	Full-Time
86 – Non-Specific	82 – Non-Specific	80 – Non-Specific
87 – Receiving Tuition	83 – CPP	<b>64 – CPP &amp; PK Special Ed</b>
89 – CPP Allotment met	84 – PK Special Education	81 - CPP
96 - Online	85 – Home Schooled	91 – Online Single District program
	94 – Online Single District program	92 – Online Multi-District program
	95 – Online Multi-District program	



## Hours should be calculated using the semester of the Pupil Enrollment Count Day

Hours of Instruction	Funding Category*
Less than 90	Not Eligible
Greater than equal to 90 but less than 360	Part-Time
Greater than equal to 360 **	Full Time

\*Some students are limited to part-time funding regardless of hours served. This includes home-schooled students and Kindergartners (unless ECARE funded or retained from prior year)

\*\*For detailed instructions on calculating hours and determining appropriate funding codes please review the Student October Count Audit Resource Guide

# Tagging Data

# Tagging Data

## When uploading Student Interchange Files:

- You may choose to Tag the file OCT

## Tagging is not required

- It may make things easier

The screenshot displays a web application interface for uploading data files. On the left is a vertical sidebar menu with the following items: File Upload, Batch Maintenance, Format Checker, Data File Upload (highlighted in blue), Validation Report, + 11th Grade Alt Assess, + Student Profile, + Staff Profile, + EDIS, + Title I, + RITS, + Dataset Administration, and + Cognos Report. The main content area is titled "Data File Upload" and contains the following fields and controls:

- Exception File:
- Dataset: Student Profile (dropdown menu)
- File Type: Student (dropdown menu)
- Tag: None (dropdown menu)
- School Year: Student October (dropdown menu)
- Organization/LEA: Select... (dropdown menu)
- Locate File:  Browse...
- Upload Type:  Append  Replace
- Submit:

## Things to know for tagging

- Be consistent. If you tag for one file then tag for the other
- If tagging when creating snapshot use the **Student October Tagged Records Only** option
- If tagging use the correct tag option when looking at error records
- If you make changes to records tagged OCT, do not change any untagged records and vice versa
- CDE recommends creating naming convention for files that are going to be uploaded that includes the tag
  - Example: DEM\_OCT\_10152016.xlsx

# Common Problems and Questions

## Student Doesn't Show up in Snapshot

- Student has error in DEM or SSA file
- Primary School = 0 in SSA file
  - October Snapshot only includes records where *Primary School = 1*
  - If a student isn't showing up in snapshot this is often the first place to look
- Enrollment Dates in SSA file do not overlap with Count Day
- Student only included in one of DEM or SSA file, but not both
- Cognos Reports:
  - Snapshot Records Excluded Due to Profile Errors
  - Students Excluded from Student October Snapshot

## ➤ Warnings

- Do not require exceptions
- Do not prevent students from being included in snapshot or from submitting snapshot
- There for informational purposes or that there is a possible data issue

## ➤ Losing Leading Zeros

- Opening a file in Excel and where format is not already set to 'text'
- Files will not upload properly and will create errors
- CDE has a guide to keeping leading zeros on Student Interchange Website at: [http://www.cde.state.co.us/datapipeline/inter\\_student](http://www.cde.state.co.us/datapipeline/inter_student)

## **Coding full day Kindergarten as ½ day Kindergarten**

- Student grade does not equal funding
- Most Kindergartners are part-time funded (82) for both full day and half day funding

## **1<sup>st</sup> graders and funding**

- Make sure when rolling over Kindergartners to 1<sup>st</sup> grade their funding goes from part time (82) to full time (80)

## **Loading incorrect school year**

- Make sure to select the correct school year when uploading files
- System defaults to 2018-2019



## How should I code home-school students?

- If your district has received a letter of intent to home-school and they receive no other information on the student and then you would need to report them in the home-school data screen in pipeline as a count of students by grade.
- If your district is providing some services for the student you may include them your Student October Collection. Mark **Home Based Education Flag = 1**
- If student has at least 90 scheduled hours of pupil-teacher contact time they are eligible for part time funding (85 funding code) and home based education flag = 1
- **Home-School Students are not eligible for full time funding**

## How do I determine if a student should be coded as Free or Reduced Lunch (FRL)?

- Students are reported as free or reduced if you have any of the following documentation:
  - Direct Certification (Free)
  - Application for Free and Reduced Price Meals (Free or Reduced)
  - Migrant, Homeless, Runaway, or Foster Lists (Free)
  - Head Start documented participation (Free)
  - Family Economic Data Survey form (Free or Reduced)

Report each student's eligibility, not if they are, in reality, receiving free or reduced meals

- If a school/district participate in Community Eligibility that does not mean that all students should be reported as eligible

# Common Problems and Questions

Are you in production or QA (testing environment)?  
QA looks like this (center top is in red):



Production looks like this (center top is in blue):



- Working in QA has no impact on production and vice versa
- And data will not be transferred by CDE from one to the other = potential for errors

# Student October Contacts

# Student October Contacts

Data Element	Contact	Contact Information
Language Background, Language Proficiency, Language Instructional Program	Morgan Cox	<a href="mailto:Cox_M@cde.state.co.us">Cox_M@cde.state.co.us</a> 303.866.6784
School Food Service Eligibility (Free and Reduced Lunch)	Rachael Burnham	<a href="mailto:burnham_r@cde.state.co.us">burnham_r@cde.state.co.us</a> 303.866.6450
Alternate Assessment Participant, Program Participants: District-Funded HSED Program	Shangte Shen	<a href="mailto:Shen_S@cde.state.co.us">Shen_S@cde.state.co.us</a> 303.866.6877
Special Education Transition, Primary Disability	Orla Bolger	<a href="mailto:Bolger_O@cde.state.co.us">Bolger_O@cde.state.co.us</a> 303.866.6896
Post-Secondary Program Enrollment	Mary Anne Hunter	<a href="mailto:Hunter_Mary@cde.state.co.us">Hunter_Mary@cde.state.co.us</a> 303.866.6596
Pupil Attendance Information (PAI) Parents Residence for Non-Resident Students Country/State/District Contractual Agreement with Third Party Participations: Independent Study Program Participations: Expelled Education	Rebecca McRee	<a href="mailto:McRee_R@cde.state.co.us">McRee_R@cde.state.co.us</a> 303.866.6805

# Student October Contacts

Data Element	Contact	Contact Information
Public School Finance Funding Status, County Code of Residence for Joint School Districts	Tim Kahle	<a href="mailto:Kahle_t@cde.state.co.us">Kahle_t@cde.state.co.us</a> 303.866.6818
Colorado Continuously, Continuous in School, Continuous in District, Date First Enrolled in US	Marie Huchton	<a href="mailto:Huchton_M@cde.state.co.us">Huchton_M@cde.state.co.us</a> 303.866.6203
Immigrant, Title I	Donna Morganstern	<a href="mailto:Morganstern_D@cde.state.co.us">Morganstern_D@cde.state.co.us</a> 303.866.6209
Entry Grade Level, School Building Code, District Code	Dennis St. Hilaire	<a href="mailto:St.Hilaire_D@cde.state.co.us">St.Hilaire_D@cde.state.co.us</a> 303.866.6840
Entry Date, Entry Type, Exit Withdraw Date, Exit Withdraw Type, Retention Next School Year	Amanda Callinan	<a href="mailto:Callinan_A@cde.state.co.us">Callinan_A@cde.state.co.us</a> 303.866.6961
Student Name, Date of Birth, Gender, Student Unique State ID (SASID), LASID	Debbie Puccetti	<a href="mailto:Puccetti_D@cde.state.co.us">Puccetti_D@cde.state.co.us</a> 303.866.6612

# Thank You

**For any questions related to the Student Interchange in Data Pipeline or the Student October collection you may start by contacting me**

Genevieve Hale

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