

**2020-2021 TIMELINE:
FACILITY SCHOOLS TUITION COST
APPLICATION**

Due Dates	What is Due
Wednesday, August 19, 2020	<p>Facility Schools Tuition Cost and December Staff system open and available for tuition cost application data via Single Sign-On.</p> <p>Snapshot(s) can be created.</p>
Wednesday, August 26, 2020	<p>Date by which the Tuition Cost Program Identification is complete and error free.</p> <p>Tuition Cost Program Identification contains data necessary to generate tuition cost rate calculations and Cognos reports.</p>
Wednesday, August 19, 2020 - Tuesday, September 1, 2020	<p>Date by which Tuition Cost Line Items are entered. Tuition Cost Snapshot(s) created.</p>
Wednesday, September 2, 2020	<p>Date by which Tuition Cost Line Items are complete and error free.</p> <p>Review the following Cognos reports for cost line items data accuracy: Tuition Cost Line Items Detail Report Tuition Cost Line Items Error Detail Report Tuition Cost Line Items Error Summary Report</p> <p>Tuition Cost Snapshot created to capture Tuition Cost Program Identification and Tuition Cost Line Items.</p> <p>Tuition Cost Line Items are final – no changes allowed.</p> <p>If you anticipate that you will not be able to meet this deadline, contact Lauren Rossini at rossini_l@cde.state.co.us or 303-866-6688.</p>
Thursday, September 3, 2020 - Wednesday, September 16, 2020	<p>CDE review period for cost line items approval.</p> <p>Based on CDE review, Tuition Cost Line Items are determined to be CDE approved or CDE not approved. A new field is added to Edit Record screen for CDE Approved = Y or N.</p> <p>Email notification to facility schools on Tuition Cost Line Items that are not approved. If new cost line items are necessary, contact Lauren Rossini at rossini_l@cde.state.co.us or 303-866-6688.</p>
Thursday, September 3, 2020 - Monday, September 21, 2020	<p>Date by which tuition cost application Staff data is entered. Tuition Cost Snapshot(s) created.</p> <p>Changes allowed in the Tuition Cost Program Identification and Staff sections.</p>

Wednesday, September 23, 2020	<p>Date by which any new Tuition Cost Line Items are complete and error free.</p> <p>Review the following Cognos reports for revised cost line items data accuracy:</p> <ul style="list-style-type: none"> Tuition Cost Line Items Detail Report Tuition Cost Line Items Error Detail Report Tuition Cost Line Items Error Summary Report <p>If you anticipate that you will not be able to meet this deadline, contact Lauren Rossini at rossini_l@cde.state.co.us or 303-866-6688.</p>
Wednesday, September 30, 2020	<p>Date by which the tuition cost application Staff data is complete and error free. Tuition Cost Snapshot(s) created.</p> <p>Review the following Cognos reports for Staff data accuracy:</p> <ul style="list-style-type: none"> Tuition Cost Staff Detail Report Tuition Cost Staff Summary Report Tuition Cost Duplicate Staff Report Tuition Cost Staff Salaries and Benefits Error Detail Report Tuition Cost Staff Salaries and Benefits Error Summary Report
Monday, September 14, 2020 - Wednesday, September 30, 2020	<p>New Approved Programs – approved at the September Facility Schools Board Meeting</p> <p>Date by which the Tuition Cost Program Identification is complete and error free.</p> <p>Tuition Cost Program Identification contains data necessary to generate tuition cost rate calculations and Cognos reports.</p> <p>Date by which Tuition Cost Line Items are complete and error free. Tuition Cost Snapshot(s) created.</p> <p>Review the following Cognos reports for cost line items data accuracy:</p> <ul style="list-style-type: none"> Tuition Cost Line Items Detail Report Tuition Cost Line Items Error Detail Report Tuition Cost Line Items Error Summary Report <p>Date by which the tuition cost application Staff data is complete and error free. Tuition Cost Snapshot(s) created.</p> <p>Review the following Cognos reports for Staff data accuracy:</p> <ul style="list-style-type: none"> Tuition Cost Staff Detail Report Tuition Cost Staff Summary Report Tuition Cost Duplicate Staff Report Tuition Cost Staff Salaries and Benefits Error Detail Report Tuition Cost Staff Salaries and Benefits Error Summary Report

Monday, October 5, 2020	<p>Date by which all sections of the tuition cost application (Tuition Cost Program Identification, Cost Line Items and Staff data) is complete and error free. Final Tuition Cost Snapshot created.</p> <p>Review the following Cognos reports for tuition cost application data accuracy: Tuition Cost Summary Report Tuition Cost Snapshot Error Detail Report</p> <p>Tuition cost application is complete – no changes allowed.</p> <p>Tuition cost application is Submitted to CDE.</p> <p>If you anticipate that you will not be able to meet this deadline, contact Lauren Rossini at rossini_l@cde.state.co.us or 303-866-6688.</p> <p>Download the tuition cost application Sign Off Form</p>
Tuesday, October 6, 2020	<p>Date by which the tuition cost application Sign Off Form is signed by both the Executive / Agency Director and the Special Education Director.</p> <p>The tuition cost application Sign Off Form is emailed to the CDE Facility Schools Tuition Cost System Administrator at FS_TuitionCost@cde.state.co.us</p>
Wednesday, October 7, 2020 - Monday, October 19, 2020	<p>CDE review period for submitted tuition cost applications to ensure data validity and accuracy.</p> <p>CDE performs system staff validation check to ensure a single full time staff is not duplicated in multiple facility schools / programs.</p> <p>Email notification to facility schools / programs on tuition cost application issues.</p> <p>Based on CDE review, and only if necessary, tuition cost applications unlocked for revisions.</p> <p>CDE Accepts and Finalizes tuition cost applications for facility schools / programs.</p>
Due Date to be Determined per State Board schedule	<p>Date by which CDE prepares necessary documents for submission to the State Board of Education for approval of tuition cost rates for school year 2020-21.</p>