

Student October Count Office Hour:  
Colorado Preschool Program (CPP) and  
Early Childhood Education (ECE)  
Reporting  
October 10, 2018

## Preschool Special Education (ECSE)

A state and federally mandated program for three- and four-year old children who meet state eligibility criteria of developmental delay or disability and are experiencing challenges in their learning and development.

## Colorado Preschool Program (CPP)

State preschool program for three-, four- and five-year olds children who meet state eligibility criteria that puts them at risk for school failure.

- Four- and five-year-old children enrolled must have at least one documented eligibility factor present in their lives
- Three-year-old children must have at least three eligibility factors present.

## Early Childhood At-Risk Enhancement (ECARE)

An expansion of CPP. ECARE slots have added flexibility for use as half-day preschool, combined for full-day preschool or to provide full-day kindergarten

## Minimum Age Requirements

### CPP and ECARE Preschool

- Eligible three-year-olds must reach the age of three on or before the school district's kindergarten age cutoff date which can be no later than October 1.
- Eligible four-year-olds must be age eligible for kindergarten the following year and reach four on or before October 1.
- Eligible five-year-olds must be age eligible for kindergarten the following year.

### ECSE

- Eligible children must reach the age of three during the semester of the pupil enrollment count date.

### ECARE Kindergarten

- Eligible kindergarteners must reach age five on or before the school district's kindergarten age cutoff date which can be no later than October 1.

## School Codes for Head Start and Community Programs:

- Preschool children reported in the fall pupil count must be identified by both the district and the school in which they are being served.
  - If a child has one of the following Attendance/Residence Codes, then the school where that child is served should be identified with a non-public school code or a Head Start school code.
    - **27: Non-Public Schools (Contractual Agreement)** – The student is attending an educational program administered by a non-public school
    - **OR 30: Colorado Public Agency (Contractual Agreement)** – The student is attending an educational program inside Colorado operated by a public agency. (e.g. Head Start or Preschool program operated by an institution of Higher Education.)

## Funding

- Funding is based on the data finalized in the fall collection
  - CPP funds are calculated and distributed according to the School Finance Formula
    - $CPP\ FTE \times District's\ Per\ Pupil\ Revenue\ (PPR) = Total\ District\ CPP\ Funding$
    - [CPP position Allocations](http://www.cde.state.co.us/cpp/allocations) - <http://www.cde.state.co.us/cpp/allocations>
    - Most preschoolers are counted as half-day pupils (0.5 FTE)

	CPP and ECARE PK	ECARE K	Preschool Special Education
<b>Funding Sources</b>	0.5 per pupil revenue	0.5 per pupil revenue  (this is in addition to the standard 0.58 per pupil revenue for full day kindergarten)	0.5 per pupil revenue  State Categorical Funds for Special Education Programs Under the Exceptional Children's Educational Act (ECEA)

## Alternative Count Day

- Per state statute, C.R.S. 22-54-103 (10) (d) (II) and 22-54-103 (9.5) (a) (II), districts may choose to determine the number of pupils enrolled in ECSE, CPP, and ECARE on November 1 rather than on October 3, 2018.
- School districts must indicate in the final approval process whether they are using the October 3 count date or November 1 alternate count date for their preschool children.
- All early childhood programs and count coordinators within the district must agree to the use of the alternate count day.
- When reporting a count, a district must use either their October 3 count data or their November 1 count data whichever is higher.
- Every school district should include their CPP and ECSE information in their October collection even if intending to finalize using November 1 count information.

## Alternative Count Day

- The deadline for submitting and approving the November 1 count data for 2018 is **Friday, November 9**.
- If a district uses the November 1 alternate count date, any child who has left the district prior to November 1 cannot be counted.
  - A child cannot be included in a November 1 alternate count if that child has already been counted in another school district on October 3
- A district may not submit an alternate count for just one school.
  - If a district chooses to finalize the alternate count date of November 1 then they must resubmit data for CPP preschool and/or preschool special education for all the children eligible for that funding in their district on November 1.

# CPP & ECE Reporting - Overview

\*Please note:

All districts are allowed to, without prior CDE 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.
- To use the November 1<sup>st</sup> PK count date you will select that option when creating your snapshot.



## **\*\*Also Please Note:**

- Children's attendance must still be documented prior to and five school days following November 1.

Decide to use November 1 when you create snapshot

## Create a Student October Snapshot

- Record Type: Choose based on use of tagging
- PK Snapshot Date: Select best date for district
- Always Create Snapshot

Aug 31, 2017 | 12:17:26 PM

Welcome Morgan Holmgren CDE Admin

+ File Upload

- Student Profile

Status Dashboard

Add Record

Edit Record

Snapshot

Add SO Waiver

Home School Data

File Extract Download

+ Title I

+ Teacher Student Data link

+ Dataset Administration

+ Pipeline Reports

+ Cognos Report

### Snapshot (2017-18) : 2020-MOFFAT COUNTY RE:NO 1

File Type\* Student October School Year\* 2017-18 Organization/LEA\* 2020-MOFFAT COUNTY RE:NO 1

Fields marked with \* are mandatory

Search

Record Type:  October Tagged Records Only  Untagged Records Only

Student October PK Snapshot Date:  October 1st  November 1st

Create Snapshot

Update Snapshot Options...  Display Graphical Information  Record Insert

Create Snapshot

## Full day placement for children on an IEP funded by CPP

- In March 2016, CDE released a policy memo which re-interprets C.R.S. 22-28-106(a)(1)(IV):
  - **Allows children on an Individualized Education Program (IEP)**
  - **Who also qualify for the Colorado Preschool Program (CPP)**
  - **To access a full per pupil revenue (PPR) of state funding for preschool programming**

# CPP & ECE Reporting – Frequently Asked Questions

- Can a CPP and ECSE position be combined?
  - Yes, If a child is placed on an individual education plan (IEP) on or before the pupil enrollment count date **AND** is eligible for CPP, districts may combine the half-day PPR and the single CPP position to create a full day of preschool services for that student.
- If a child is eligible for ECARE may funds be used to support full-day kindergarten for a child on an IEP?
  - Yes, if he or she is age eligible for kindergarten according to the individual district age cut off.
  - No, if he or she is age eligible for first grade, and attending kindergarten.
- Can a child, who qualifies for ECSE, be funded with two PPR funding slots at a community site for one portion of the day and at the school district program where they receive special education services for the other portion of the day?
  - No, the child can only be counted as a student at one preschool site regardless of combined PPR. The child must attend a single classroom with a full day schedule.

# CPP & ECARE Reporting – Frequently Asked Questions

- I have ECARE positions and more children at-risk in preschool than in kindergarten this year. Can I move my ECARE positions around?
  - Yes. ECARE may be used flexibly and the way districts use their ECARE positions can change from year to year. CDE must be informed in order for you to submit error free. CPP Coordinators and their Regional Specialists work together to create a plan.
- Can I combine CPP with ECARE to create a full-day experience?
  - No. CPP and ECARE positions may not be combined to serve a single child.

In addition, ECARE positions may not be used:

- To serve kindergarten age eligible children in preschool.
- To serve kindergarten students who enter a program after the October 1 count window closes

# CPP & ECE Reporting - Frequently Asked Questions

- How many positions will a full-day position use?
  - Each child that is approved to be served in a full-day preschool program will use 2 CPP “positions” out of the school district’s total CPP preschool allocation.
- Do I need approval to use my CPP positions for a full-day?
  - Yes. Approval for CPP full-day position allocation is required through CDE.
  - CDE will not authorize more than 1,008 preschool children to be served using double positions.
  - This limitation does not apply to ECARE positions
- If a preschool child is in attendance that week or in attendance in general since the beginning of the year, can I still count them if they are not present that specific day?
  - Yes. If a child is absent or does not attend on the pupil count day, they must have attended school during the current year prior to the pupil enrollment count day and resumed attendance within 30 calendar days following the pupil count day.

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

## 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



## 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

# CPP & ECE Reporting - Codes

Only some public school finance codes are allowed for preschool students:

Not-Eligible	Part-Time	Full-Time
86 – Non-Specific	82 – Non-Specific	80 – Non-Specific
87 – Receiving Tuition	83 – CPP	64 – CPP & PK Special Ed
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	

## 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 an significant reading deficiency

**Most kindergarten students are only funded part-time**

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

- 006 = Half-Day Kindergarten & 007 = Full-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 roll over 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, but 2017-2018 is still open

## \*\*\*Finally Please Note\*\*\*

- The only time you can use the 80 funding code for a kindergarten student is if the student meets one of the exceptions that would allow for this (for more information see the full-time kindergarten section of the Audit Resource Guide <https://www.cde.state.co.us/cdefinance/studentoctobercountauditresourceguide2018>).
- In the event the kindergartener has been retained for a second year of kindergarten because of a significant reading deficiency or if the student is at least 6 years old as of the count date, is on an IEP and is scheduled for at least 180 hours of teacher-pupil instruction and contact time in the semester of the count date, then you can use this funding code. Otherwise, you'll have to use the appropriate grade level code 007, with a funding code of 82.
- If the kindergarten student meets the criteria for funding code 80 and you use the 80 code, you can request an exception. To do this you'd go into your district's Syncplicity folder.



# Student October Contacts

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Early Childhood Count Resources

[EC Guide to the Pupil Count](#)

[Colorado Preschool Program and Student October](#)

[Student October Count Audit Resource Guide 2018](#)