

Student October Count Office Hour: PAI,
Non-School Program, & Post-Secondary
Program Coding & Audit Implications
October 2, 2018

➤ Which students are 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 alternative 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.

➤ 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 Audit Resource Guide on Transfer Enrollment Exceptions
<http://www.cde.state.co.us/cdefinance/studenttoctobercountauditresourceguide2018>
 - May fill out Transfer Date Exception template to have the student counted

➤ **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

➤ **A) 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 of parent(s)/guardian(s) residence.**

<https://www.cde.state.co.us/datapipeline/2018-19-std-ssa-layout>

➤ **B) 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.**

<https://www.cde.state.co.us/datapipeline/2018-19-std-ssa-layout>

➤ 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. The districts must report the appropriate funding code.**

- **Replaced Contract Third-Party Field in 17-18 SY**
 - Will be used by the CDE School Auditing Office to identify students with unusual school schedules.
- **Definition**
 - An indicator that a student is being educated in a program without a school code.
 - For purposes of this field, “non-school program” refers to those programs that are run by a district, BOCES or third party entity in which a student is receiving all of his/her educational services delivered through this program. These programs do not have assigned school codes.

➤ **Students receiving all of their educational services through a non-school program should be reported as follows:**

- School code: student's home (or boundary) school or district chosen school of accountability.
- Pupil Attendance Information: 01-08 only

Non-School Program Cont.

Codes for Non-School Program

00	No	The Student is receiving his/her educational services through the school at which he/she is reported for funding, and is NOT enrolled in a non-school program. Or in other words, the student is not receiving all of their education through a non-school program.
01	Single District Online Program	Student is primarily enrolled and receiving all of their educational services through an approved single-district on-line district program.
02	District Run Program	Student is receiving all of their educational services through a program that is run and operated by the reporting district. This includes a: <ul style="list-style-type: none">- District program where the physical location is within an existing district school building, but is following a different calendar and/or bell schedule from the rest of the school.- District program where the physical location is NOT within an existing district school building.
03	School District or BOCES Program	Student is receiving all of their educational services through a program that is run and operated by another district or BOCES .
04	Third Party Program	Student is receiving all of their educational services through a program that is run and operated by a third party with which a district has a contractual agreement.

Non-School Program Cont.

- Please note that for code 04 in the preceding slide a third party program does not meet the definition of (1) a nonpublic school (i.e. private or parochial school), (2) a public agency (i.e. Head Start), (3) school district, (4) an Approved Facility School, or (5) BOCES or BOCES educational program. Examples of a third party educator include, but are not limited to:
 - Programs operated and staffed entirely by an institution of higher education (IHE)
 - Including students participating in ASCENT
 - Privately run HSED preparation programs
 - Educational services provided to expelled students by a private company

- Also please note that for code 01 a list of single district programs can be found on the online and blended learning webpage at:
<https://www.cde.state.co.us/onlinelearning/schools>

3rd Party Contract Students- Audit Documentation Reminder

- If a district is paying another entity to educate one of its students, the district may submit the student for funding as long as the student meets the funding requirements. These students include those with a PAI > 08 and/or those with a non-school program code of 03 or 04.
- It is the district's responsibility to obtain all required audit documentation from the other entity prior to the start of the audit.
- Required audit documentation for 3rd party contract students includes, but is not limited to:
 - Calendar(s)/Bell schedule(s)
 - Enrollment/attendance verification
 - Student schedule
 - Agreement/contract between district and contracted entity
 - Tuition payment verification

- Colorado Law provides for high school students to apply credit earned at postsecondary institutions toward high school graduation as well as a postsecondary degree or certificate. Eligible students shall not be more than 21 years old, shall be enrolled in grades 9-12 at a Colorado public school district, and shall have given written notice to the resident school district of intent to enroll at least two months prior to such enrollment. The participating school district and the institution of higher education shall enter into a written cooperative agreement which shall include but not be limited to academic credit and payment of tuition.

- In the Student Demographic file the Postsecondary Program Enrollment field indicates which Postsecondary Program a student is enrolled in as of the count date. This field is used for the Student October Enrollment Count collection.

Post-Secondary Programs

Code	Program *See program definitions on pp.15-18 at https://www.cde.state.co.us/datapipeline/2018-19-std-dem-layout	Grade
00	Not applicable	PK-12
01	ASCENT Program	Retained 12 only
02	Concurrent Enrollment	9-12
07	Early College	9-12
08	Dropout Recovery at a Community College	Age 16-21
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

- Make sure you know how many ASCENT slots your district has been assigned and how many carry forward slots you have received.
- All Carryforward ASCENT slots need to be used before current year ASCENT slots can be used.
- There is a report called “**Summary of Post Secondary Programs**” which should have this data available after you create your first snapshot.
- You may request with the Postsecondary Office to have slots decreased until November 5th. Contact Mary Anne Hunter at hunter_mary@cde.state.co.us or 303-866-6596

- 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.

Approved Schools

- Cañon City High School (Cañon City RE-1) - approved 2018
- EC@N-STEM (Adams 12) - approved 2016
- Pathways in Technology Early College High School (St. Vrain Valley) - approved 2015
- Power Technical Early College - James Irwin Charter School (El Paso 49) - approved 2015
- STEM School Highlands Ranch (Douglas County) - approved 2018

- For P-Tech specifically there are two coding options in the Student Demographic file. They are:
 - 1) Code of 15-PTECH-Years 1-4 (for grades 9-12)
 - Pathways in Technology Early College High Schools (P-TECH) is a program for students to earn a high school degree and associate's degree in a STEM field. Students enrolled in a P-TECH school and participating in the P-TECH program in their first 4 years of high school should be identified with this code.
 - 2) Code of 16-PTECH-Years 5-6 (retained grade 12 only)
 - Pathways in Technology Early College High Schools (P-TECH). Students enrolled in a P-TECH school and have completed 4 years of high school and were retained for a postsecondary education for 12th grade for their 5th and 6th years of high school should be identified with this field.

- As PTECH funding for students enrolled in their 5th or 6th year is included in the PTECH school district's extended high school pupil enrollment, a PTECH student must still be classified as a high school student in order to be eligible to receive extended pupil enrollment funding.

Post-Secondary Program Students– Audit Documentation Reminders

➤ Attendance

- If a student is only taking courses at an IHE, the district must obtain attendance verification from or through the IHE
 - Successful completion of a course does not evidence attendance
 - Attendance requirements may be met in a combination for courses
 - Additional attendance information can be found on the School Auditing Office's website: http://www.cde.state.co.us/sample_attendance

➤ Student Schedules

- When evaluating post-secondary courses in the determination for funding, such courses will be evaluated based on credit hours, unless the course is being taken on the high school campus and taught by a high school teacher. In this case the course may be evaluated based on teacher-pupil instruction and contact time if such evaluation would not result in a change in funding eligibility.

➤ Tuition

- If a post-secondary course is being used by a district to determine a student's eligible funding level, the district must be incurring the cost of the course (i.e., paying tuition directly to the IHE).

Post-Secondary Program Students– Audit Documentation Reminders

If a student is enrolled in a post-secondary course as of the pupil enrollment count date that does not begin until after the pupil enrollment count date, the course may still be used when determining the appropriate funding level; however, the student must still meet the attendance criteria in a combination of courses in order to be eligible for funding.

Student October Contacts

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