

Student October Count
Office Hour:
September 26, 2018

Preparing for Audit
School Auditing Office

Compliance Audits

- The School Auditing Office conducts compliance audits that include a review of documentation for students reported in the Student October Count data submission as eligible for full or part-time funding
 - Funding codes 64, 80, 81, 82, 83, 84, 85, 91, 92, 94, 95
- Audits are conducted every 1-3 years
- In general, districts are notified at the start of the calendar year (January) as to whether they will be required to upload documentation for audit (by March), i.e., “engaged for audit”. The goal is to review uploaded documentation by the end of the calendar year (December).

For every student submitted for pupil count funding, districts are required to upload documentation including, but not limited to:

- Calendars/bell schedules
- Enrollment verification
- Attendance for the 11-day count period
- Student schedule (for all secondary students)
- Additional documentation as outline in the Student October Count Audit Resource Guide for *various student types*

A complete list of documentation can be found in the Guide or the audit process webpage

School Finance Division Home

School Auditing Office

Audit Process

At-Risk / Free Lunch Count

Pupil Count

 Duplicate Count

Transportation

Training Schedule

Contact Us

Capital Construction

Grants Fiscal

School Nutrition (OSN)

School Transportation

Calendar

Contact Us

Home

School Auditing Office Overview

About Us

This office performs compliance audits as required by the Public School Finance and Public School Transportation rules and law. The office provides technical guidance and support throughout the pupil count and transportation data submissions to assist districts prior to finalizing submissions. The School Auditing Office is part of the School Finance Unit within the School Finance and Operations Division.



Some forms recommended by the School Auditing Office may contain personally identifiable information of students. Because email cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses; forms with PII should not be emailed. Contact the intended recipient to mutually determine enhanced security options for transferring such information.

Pupil Enrollment Count Date and Mileage Count Dates

2018	Pupil Enrollment & Mileage Count Dates	11-Day Count Period
Official Date	Wednesday, October 3	Wed, Sept 26 - Wed, Oct 10
For Preschool Program Using the Nov. 1 Pupil Enrollment Count Date	Thursday, November 1	Thurs, Oct 25 - Thurs, Nov 9

Audit Process Webpage

http://www.cde.state.co.us/cdefinance/auditunit_process

Supplemental Resources



Forms

- [Audit District Contact Form \(DOC\)](#)
- [Syncplicity Instructions \(DOC\)](#)

Document Checklists

- [At-Risk Document List \(PDF\)](#)
- [Pupil Count Document List \(PDF\)](#)
- [Transportation CDE-40 Document List \(PDF\)](#)

Audit Questionnaires

- [Pupil Count Audit Questionnaire \(DOC\)](#)
- [At-Risk/Free Lunch Audit Questionnaire \(DOC\)](#)
- [Transportation CDE-40 Audit Questionnaire \(DOC\)](#)

Presentations



A better quality recording will be posted after the next webinar

- [The Audit Process \(recording\)](#)
- [Audit Process Webinar Presentation \(PDF\)](#)

Audit Schedule

- [Proposed Compliance Audit Schedule](#)

Audit Contact Form & Questionnaires

On the Audit Process webpage, districts are encouraged to access, complete and submit updated audit district contact forms and audit questionnaires.

- Completed contact forms should be emailed to the audit mailbox (audit@cde.state.co.us)
- Completed audit questionnaires should be uploaded to the district's corresponding audit Syncplicity pupil count subfolder. It is recommended that these questionnaires be completed during the data submission period and uploaded shortly thereafter.

Audit Syncplicity Folders

- All districts have an Audit Syncplicity folder.
- The naming convention for these folders is:
 - District Number_District Name_Audit_FAST
 - Example: 0010_Mapleton 1_Audit_FAST
- Within these folders, there are 5 subfolders:
 - At-Risk Count
 - Audit Report
 - Duplicate Count
 - Pupil Count
 - Transportation
- Each subfolder has corresponding folders for a given Student October Count Data submission (Example: October 2018)
 - Districts will be asked to upload audit documentation to the corresponding subfolder

Because districts will be required to upload all audit documentation to CDE through Syncplicity, districts should ensure that they have the ability to provide documentation in electronic format.

When gathering electronic documentation for audit (and duplicate count):

- All documentation should be organized
- Each document should be clearly labeled

How a district organizes their documentation will vary depending on the number of schools, programs, and student types it has. It's recommended that subfolders be created (when appropriate). Please keep folder and document names as brief as possible.

Recommendations

- Review the Student October Count Audit Resource Guide
 - Identify student types that are applicable to your district
 - Review Appendix E: Data Submission Codes Used to Identify Funded Student Types
- Verifying that all students have met the funding requirements
 - Review 11-day count period attendance
 - Conduct calendar and bell schedule calculations
 - Make sure bell schedules align with student schedules
 - Secondary students are scheduled for enough classes/periods
 - Collect documentation for unique student types
- Compare your district's current year Student October Count data submission numbers to last year's (counts/percentages- full-time kinders, transition, expelled, home school, free lunch, ASCENT, concurrent enrollment, 3rd party contract, etc.)
- Upload pupil count audit documentation to the audit Syncplicity folder once duplicate count is complete

Student October Count Audit Resource Guide

Appendix E: Data Submission Codes Used to Identify Funded Student Types

Student Type	Field	Student Interchange File	Value	Comment
ASCENT	Postsecondary Program	Demographics	01	ASCENT students funded with a new current year ASCENT slot
ASCENT	Postsecondary Program	Demographics	09, 10	ASCENT students funded with carry forward ASCENT slot from prior school year
Concurrent Enrollment	Postsecondary Program	Demographics	02	Students enrolled in concurrent enrollment courses (and not participating in the ASCENT program)
Contractual Education	Non-School Program	School Association	03, 04	Students for whom the district is paying tuition to another entity to provide educational services
Detention Center	School Code	School Association	Many	Use valid detention center code in school code field. Or 0006 if your district is authorized to use this code
Dropout Recovery	Postsecondary Program	Demographics	08	Students participating in a dropout recovery program offered exclusively at a community college
Early College	Postsecondary Program	Demographics	07	Early college students who are enrolled in postsecondary courses.
Expelled	Expelled Education	School Association	1	Students receiving services through a program established for expelled students
First Graders Under Age 6 (submitted for full-time funding)	Entry Grade Level and Student Date of Birth	School Association		Any student with (1) a grade level of 010, (2) a funding code of 80, 91 or 92 and (3) is under the age of 6 as of the pupil enrollment count date
Foreign Exchange	Country of Parent's Residence for Non-Residence Students	School Association	<> "000"	Any value other than "000"
Home-School	Home Based Education	School Association	1	Home school students receiving some educational services through the district

Student October Count Audit Resource Guide

Appendix E: Data Submission Codes Used to Identify Funded Student Types

Student Type	Field	Student Interchange File	Value	Comment
HSED	Attends District Funded HSED Program	Demographics	1	Students enrolled in a high school equivalency degree (HSED) program
Independent Study Courses	Independent Study	School Association	1	Students receiving educational services in whole or part through a district independent study program or course
Kindergarten (Eligible for Full-time Funding)	Entry Grade Level and Public School Finance Status	School Association		Any student with (1) a grade level of 006 or 007, and (2) a funding code of 80, 83, 91 or 92
Kindergarten (Under the Age of 5) - submitted for part-time funding	Entry Grade Level and Student Date of Birth	School Association		Any student with (1) a grade level of 006 or 007, (2) a funding code of 82, 94, 95 and (3) is under the age of 5 as of the pupil enrollment count date
Online Schools	Public School Finance Funding Status	School Association	91, 92, 94, 95	Students primarily enrolled in an approved or acknowledged multi-district or single-district online school.
Online Program - Single-District Online	Non-School Program	School Association	01	Students who are primarily enrolled in a CDE acknowledged single-district online program
Preschool	Entry Grade Level	School Association	004	Any student with (1) a grade level of 004 and (2) a funding code of 64, 81, 83, 84
PTECH Schools and Programs	Postsecondary Program	Demographics	15	Students attending a PTECH school or program in their first 4 years of high school (Years 1-4)
PTECH Schools and Programs	Postsecondary Program	Demographics	16	Students attending a PTECH school or program in their fifth or sixth year of high school (Years 5-6)
Transition	Special Education Transition	Demographics	1, 2, 3, 4	Any value other than "0"

Student October Contacts

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School Auditing Office

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