



Student October (Pupil) Count Audit Documentation List

The following is a summarized list of audit documentation as outlined in the **Student October Count Audit Resource Guide** (http://www.cde.state.co.us/cdefinance/auditunit_pupilcount).

All relevant documentation is subject to review for any, and all, students submitted for funding in the district's Student October Count data submission. **This list is not exhaustive, and additional documentation may be requested during the course of the audit.**

Documentation Checklist

District-Wide	For Each Student
<ul style="list-style-type: none"> <input type="checkbox"/> District calendar <input type="checkbox"/> Individual school or program calendars as applicable <ul style="list-style-type: none"> ○ Preschools ○ BOCES ○ Alternative schools or programs (HSED/GED, transition, etc.) ○ Calendars that show a rotation of days (e.g. A and B days, etc.) <input type="checkbox"/> Bell schedules (as applicable) <ul style="list-style-type: none"> ○ All k-8, middle, junior and senior/high schools ○ Preschools ○ BOCES ○ Alternative schedules (HSED, night school, transition programs, etc.) ○ Bell schedules for any rotating and/or shortened days will be required <input type="checkbox"/> Student handbooks for all high schools (if available) <input type="checkbox"/> District graduation requirements <input type="checkbox"/> Local School Board Policies defining the instructional process for each audit year, including any policies regarding blended, supplemental or online courses, and/or remote learning <ul style="list-style-type: none"> ○ If your district uses CASB templates for local school board policies, the relevant local board policies are likely to be located in IC/ICA, IJNDAB, and/or IJNDAB-R ○ Many districts updated their policies in summer 2020, so older document versions may be needed for prior audit years ○ Districts should identify any Supplemental Online courses that are offered outside of an approved Colorado public Online School or Program 	<ul style="list-style-type: none"> <input type="checkbox"/> Attendance reports covering a minimum of the 11-day count period <ul style="list-style-type: none"> ○ 11-day count period attendance encompassing alternative preschool count date of Nov. 1 if applicable <input type="checkbox"/> Enrollment reports including entry and exit dates for students (if enrollment is not included on attendance reports) <input type="checkbox"/> Individual student schedules <ul style="list-style-type: none"> ○ For students in grades 6-12 attending k-8, middle, junior high, senior high, or high schools <input type="checkbox"/> Individual Education Program (IEP) service delivery page (or ENRICH data pull) encompassing the pupil enrollment count date <ul style="list-style-type: none"> ○ Preschool students on an IEP ○ Students 18-21 receiving transition services (if applicable) <input type="checkbox"/> Tuition payment verification and district cooperative agreements (MOUs) <ul style="list-style-type: none"> ○ Contractual education or 3rd party contract students ○ CE, ASCENT, CE, Early College, AVP, CTE, etc.

Additional Documentation (as applicable)

Districts will also need to provide additional documentation (as applicable) for the student, course, or school types listed below, and as outlined in the corresponding sections of the **Student October Count Audit Resource Guide** found at http://www.cde.state.co.us/cdefinance/auditunit_pupilcount.

- ASCENT
- Blended Learning Courses
- Concurrent Enrollment Students
- Contractual Educational Students
- Detention Center Students
- Dropout Recovery Students
- Early College Students
- Expelled Students
- Facility Students
- Foreign Exchange Students
- Home-Bound Students
- Home-School Students
- High School Equivalency Diploma (HSED) Students
- Independent Study Courses
- Kindergarten Students – Special Circumstances
- Online Schools and Programs
- Preschool Students
- P-TECH Schools and Programs
- Supplemental Online Courses
- Transfer Students (Enrollment Exceptions)
- Transition Students (18-21 Year Old Services)
- TREP (Teacher Recruitment Education and Preparation)
- Truant Students
- Work-Based Learning Experience Courses