

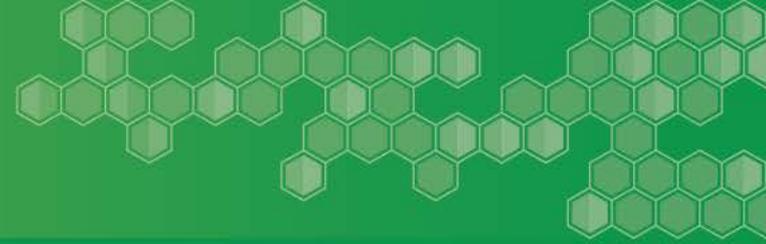


COLORADO
Department of Education

Student October: What's New for 2023-2024

School Auditing Office

Date: **07/26/2023**



- Contact Information
- Introduction & Key Dates
 - General funding requirements
- At-Risk Count Update
- English Language Learner Count Update
- Variance Waiver: Blended Learning Initiative
- 2023 Student October Count Audit Resource Guide
 - Updates, Clarifications, Reminders
- Public School Finance Act (PSFA) Rules
- Questions

Contact:

School Auditing Office

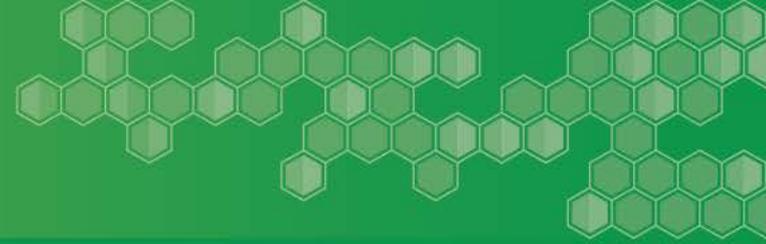
Email: audit@cde.state.co.us

Website: <http://www.cde.state.co.us/cdefinance/auditunit>

Rebecca McRee, Audit Supervisor

Email: mcree_r@cde.state.co.us

Introduction & Key Dates



The School Finance Unit at CDE:

- Calculates the “Total Program” funding based on district-reported data included in the yearly Student October Count data submission
- Calculates the Transportation reimbursement based on the CDE-40 data submitted yearly in September

Within School Finance, the School Auditing Office:

- Conducts compliance audits verifying that the data reported by districts in those data collections was accurate
- Provides technical guidance and support to districts throughout the year

[School Auditing Office Overview Website](http://www.cde.state.co.us/cdefinance/auditunit)

(<http://www.cde.state.co.us/cdefinance/auditunit>)

Home

School Auditing Office Overview

School Auditing Office

About Us

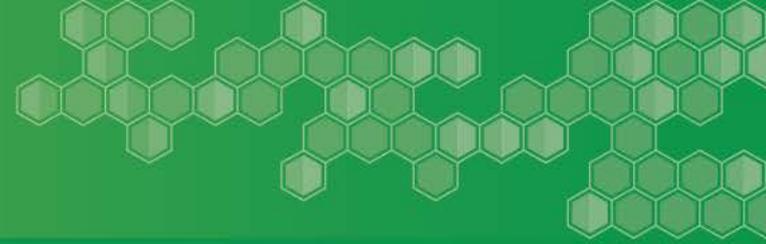
This office performs compliance audits as required by the Public School Finance and Public School Transportation rules and law. The office provides technical guidance and support throughout the pupil count and transportation data submissions to assist districts prior to finalizing submissions. The School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

Useful Documents

School Finance Division Home

- School Auditing Office**
 - At-Risk Count
 - English Language Learner Count
 - Pupil Count
 - Transportation
 - Training and Office Hours
 - Contact Us
- Capital Construction
- Grants Fiscal
- School Nutrition (OSN)
- School Transportation
- About Us
- Contact Us

Student October Count Overview



- All Colorado public school districts and the Charter School Institute participate in the Student October Count data submission every year.
- The data reported by each district and CSI during this data submission is used to determine total program funding.
- All students (regardless of the type of school or program) must meet the following requirements for funding:
 1. Enrollment
 2. Attendance
 3. Scheduled hours
 - Funding level (funding code) is based on number of scheduled teacher-pupil instruction and contact hours

Reminder: Enrollment and Attendance Criteria

- Students must be enrolled with the district (or school) as of the pupil enrollment count date (unless they qualify as a transfer enrollment exception), **AND**
- Students must meet the attendance requirements, which are:
 - Attend on the pupil enrollment count date
 - Or, if absent for ANY reason:
 - Establish attendance during the current school year prior to the pupil enrollment count date **AND**
 - Remain enrolled at the district **AND**
 - Resume attendance within 30 calendar days following the pupil enrollment count date

Reminder: Scheduled Teacher Pupil Instruction and Contact Hours

- If a student meets the enrollment and attendance criteria for funding, then the level of funding for which the student is eligible is as follows:
 - **Full-time (1.0 FTE):** Students must have a schedule as of the pupil enrollment count date that provides for at least 360 hours of teacher-pupil instruction and contact time in the semester of the pupil enrollment count date.
 - **Part-time (0.5 FTE):** Students must have a schedule as of the pupil enrollment count date that provides for at least 90, but less than 360, hours of teacher-pupil instruction and contact time in the semester of the pupil enrollment count date
 - **Not-eligible (0.0 FTE):** If a student does not meet the enrollment, attendance, and scheduled hours requirements for funding, they may still be included in the district's Student October Count data collection (if applicable), with the appropriate (not eligible) funding code (i.e., '86' or '96')

Student October Count Day 2023

The 2023 pupil enrollment count date will be:

Monday, October 2, 2023

September							October							November						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

- The 11-day count period includes the following (based on the district's adopted calendar):
 - The 5 student contact days before the pupil enrollment count date
 - The pupil enrollment count date
 - The 5 student contact days following the pupil enrollment count date

IF the pupil enrollment count date (10/2) does not fall on a scheduled student contact day ...



THEN the district or school can either:

- Keep the official count date (and all students will be treated as absent), or
- Request an alternative count date (which cannot be more than 45 school days after the first school day of the applicable school year).

During the duplicate count process, districts and schools using the official pupil enrollment count date (10/2) take precedence over districts using an alternative count date.

September 15 Deadlines

Requests for
Alternative Count
Dates

Requests for At-Risk
Variance Waivers

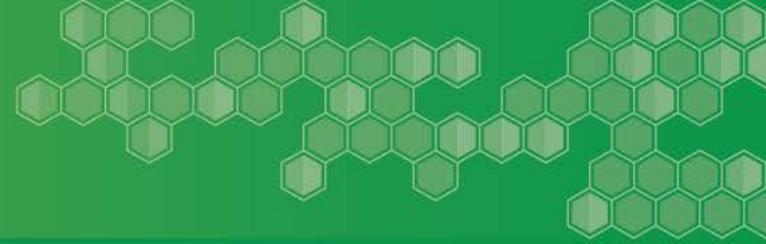
Authorizer
Assurances Online
Schools and Programs

Submit requests to Amy
Carman, Executive Director of
School Finance and Grants
(carman_a@cde.state.co.us)

Submit requests to Jennifer
Okes, Chief School Operating
Officer
(okes_j@cde.state.co.us)

Access through the [Online
and Blended Learning
Resources webpage](https://www.cde.state.co.us/onlinelearning/resources)
([https://www.cde.state.co.us/
onlinelearning/resources](https://www.cde.state.co.us/onlinelearning/resources))

New: Posted guidance on [Applying for an Alternative Count Date](https://www.cde.state.co.us/cdefinance/auditunit_pupilcount) is now available on the School Auditing Office's [Pupil Count](https://www.cde.state.co.us/cdefinance/auditunit_pupilcount) webpage at https://www.cde.state.co.us/cdefinance/auditunit_pupilcount. **Note:** Only the posted document is new; the guidance is not new.



Upcoming trainings from across CDE:

- School Auditing Office

- [Training and Office Hours](#) webpage

(https://www.cde.state.co.us/cdefinance/auditunit_trainings)

- Data Services

- [2023-2024 Student October: Data Pipeline Training Schedule](#)

(<http://www.cde.state.co.us/datapipeline/studentoctobertrainingtimeline2023>)

- Nutrition

- [Nutrition Training](#) webpage

(<https://www.cde.state.co.us/nutrition/training>)

Combined Training Schedule and Timeline

(https://www.cde.state.co.us/cdefinance/school_auditing_office_calendar)

2023 Training Schedule Student October Timeline

Colorado Department of Education School Auditing Office



April 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April

04/01/23 (Sat)	Apply for Certification of a Multi-District Online School	Deadline
04/05/23 (Wed)	2022 ELL Count Review Audit Office Hours	School Audit Training/Office Hrs

May 2023

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May

05/05/23 (Fri)	2023/2024 Calendar & Bell Schedule Review	Checkpoint
05/17/23 (Wed)	Blended Learning and Supplemental Online Courses: Variance Waiver Process for 2023/2024	School Audit Training/Office Hrs

June 2023

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June

06/30/23 (Fri)	Request School Code Changes	Deadline
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July 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

07/03/23 (Mon)	New Audit Resource Guides Available	Checkpoint
07/17/23 (Mon)	Student Interchange Opens	Window Starts or Ends
07/20/23 (Thu)	At-Risk Count - What's New for 2023?	School Audit Training/Office Hrs
07/26/23 (Wed)	Student October - What's New for 2023?	School Audit Training/Office Hrs
07/27/23 (Thu)	Online Schools and Programs October Count 2023	School Audit Training/Office Hrs

August 2023

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

08/01/23 (Tue)	Alternative Education Campuses October Count 2023	School Audit Training/Office Hrs
08/03/23 (Thu)	Transportation CDE-40 (FY22/23)	School Audit Training/Office Hrs
08/08/23 (Tue)	BOCES October Count 2023	School Audit Training/Office Hrs
08/17/23 (Tue)	Student October Office Hours/Q&A	School Audit Training/Office Hrs
08/25/23 (Fri)	Student October Snapshot opens	Window Starts or Ends
08/30/23 (Wed)	Data Pipeline Training	Data Services Training

September Continues on Next Page

2023 Training Schedule Student October Timeline

Colorado Department of Education School Auditing Office



September 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

09/01/23 (Fri)	Bell Schedule Calculation Check	Checkpoint
09/07/23 (Thu)	CDE-40 Office Hours/Q&A	School Audit Training/Office Hrs
09/07/23 (Thu)	English Learner Coding Training	Data Services Training
09/08/23 (Fri)	Veteran Respondent Training	Data Services Training
09/12/23 (Tue)	ELL Count Audit Overview	School Audit Training/Office Hrs
09/13/23 (Wed)	First Year Respondent Training	Data Services Training
09/15/23 (Fri)	Request an Alternative Pupil Count Date	Deadline
09/15/23 (Fri)	Authorizer Assurances Due for Online Schools & Programs	Deadline
09/15/23 (Fri)	CDE-40 Transportation Reimbursement Claim Due	Deadline
09/15/23 (Fri)	Verify Student Schedules are Full or Part Time	Checkpoint
09/18/23 (Mon)	Postsecondary Coding Training	Data Services Training
09/19/23 (Tue)	ELL Count & Student October Office Hours/Q&A	School Audit Training/Office Hrs
09/22/23 (Fri)	Identify Unique Student Types	Checkpoint
09/25/23 (Mon)	First Day of October Count Window	Window Starts or Ends
09/29/23 (Fri)	Proof of Residency on File for all Online Students	Checkpoint

October 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October

10/02/23 (Mon)	Official Student October Count Day: Generate Student Schedules, Correct Data Errors	Count Day
10/02/23 (Mon)	Generate Direct Certification List for At Risk Eligibility	Checkpoint
10/04/23 (Wed)	First upload of Student Interchange files	Checkpoint
10/09/23 (Mon)	Last Day of October Count Window: Check For Transfer Enrollment Exceptions, Generate Attendance	Window Starts or Ends
10/11/23 (Wed)	Error free in the interchange files	Checkpoint
10/16/23 (Mon)	Create first Student October Snapshot	Checkpoint
10/18/23 (Wed)	Data Validation, Transfers, and Cognos Reports	Data Services Training
10/24/23 (Tue)	Error free Student October Snapshot	Checkpoint
10/25/23 (Wed)	Data Pipeline Duplicate Process and Submission	Data Services Training
10/27/23 (Fri)	Contact Districts Who May Share Duplicates	Checkpoint
10/30/23 (Mon)	Collect Additional Attendance As Needed	Checkpoint

November 2023

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

11/03/23 (Fri)	Submit October Snapshot to CDE	Checkpoint
11/02/23 (Thu)	Duplicate Count Office Hours/Q&A	School Audit Training/Office Hrs
11/10/23 (Fri)	Student October Count Submission Closes	Deadline
11/14/23 (Tue)	Upload Duplicate Count Documents	Deadline
11/17/23 (Fri)	Duplicate Count Decisions Communicated to Districts	Deadline
11/22/23 (Wed)	Resubmit October Snapshots (if Required)	Deadline

December 2023

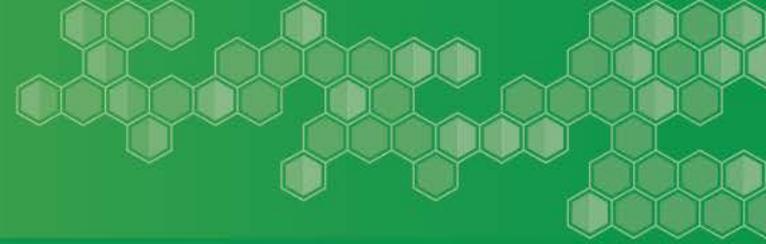
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

December

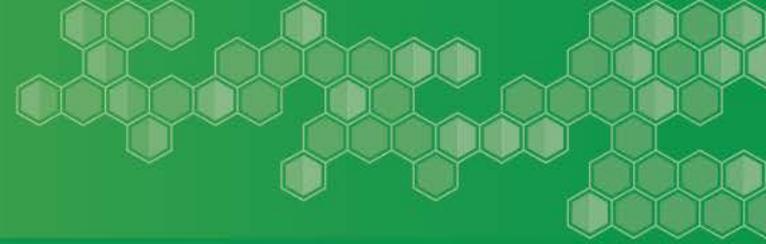
12/01/23 (Fri)	Submit District Signature Pages	Deadline
12/29/23 (Fri)	Collect remaining Pupil Count docs for unique student types (ex: CE invoices, Work Study docs, etc.)	Checkpoint



At-Risk Count Update



- Reminder: Starting with the 2021-2022 school year, the at-risk count includes both free and reduced-price lunch eligible students.
- Districts will be expected to retain documentation supporting lunch eligibility status for any student reported as free or reduced-price lunch eligible in Student October.
- [2023 At-Risk Count Audit Resource Guide](#)
 - (https://www.cde.state.co.us/cdefinance/at-risk_audit_resource_guide_2324)
- At-Risk Count Audit Overview Webinar (recording and PDF)
 - [Training and Office Hours](#) webpage
 - (https://www.cde.state.co.us/cdefinance/auditunit_trainings)

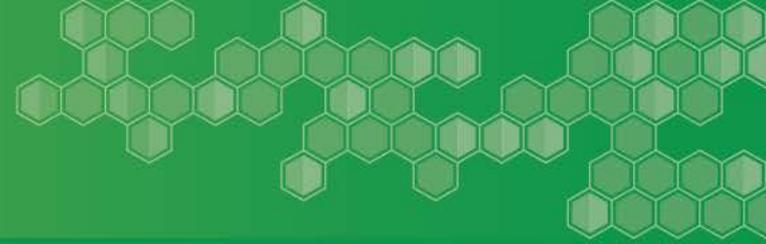


- Pursuant to HB22-1414 and beginning with the 2023-2024 school year, districts may opt-in to participate in the Healthy School Meals for All program (HSMA) which allows districts and schools participating in the National School Lunch Program to provide free meals to all students.
- Districts that choose to opt-in to HSMA **will still need to provide student eligibility documentation**. Districts must continue to keep records of eligibility and continue to conduct direct certification per existing guidance.
- While all students attending an opt-in district are eligible to eat meals for free, only students with qualifying eligibility documentation on file may be reported as free or reduced-price lunch eligible in the Student October Count data submission.

Notice: Changes to At-risk Funding Calculations Beginning in 2024-2025

- Pursuant to HB22-1202, the at-risk funding calculation method is changing.
- Pursuant to SB23-287, these changes will be implemented starting with the **2024-2025** school year.
- The new calculation will take into consideration:
 - Percentage of students certified as eligible for free lunch based on receipt of SNAP, TANF, or FDPIR benefits or participating in Medicaid (i.e., directly certified) **OR** categorical eligibility (foster, homeless, migrant, etc.); AND
 - A neighborhood socioeconomic status index that is linked to each student's census block group.
- Districts should anticipate that beginning with **2024-2025**, required audit documentation to support the district's funded at-risk counts will change.

NEW—Free Lunch Eligibility Identification



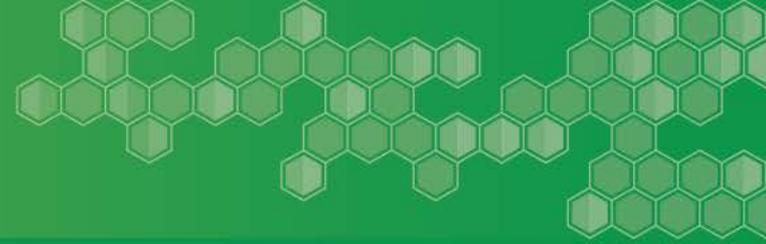
- To assist in collecting the needed data for the changes to the at-risk funding calculation, beginning with the 2023-2024 school year, the “Free Lunch Eligibility Identification” field has been added to the Student October Snapshot.
 - Any student reported with a “Free/Reduced-Price Lunch Eligible” value of “01” (free lunch eligible) will be required to have a value other than “0” in this new field
- Applicable values are:

0	Not identified as Free Lunch Eligible
1	Direct Certification (Medicaid, SNAP, TANF, FDPIR) – including extension to other household members
2	Other Source Categorical (Migrant, Homeless, Runway, Foster, Head Start documented participation) – LEA lists, student-specific eligibility
3	Application (Application for Free and Reduced-Price Meals, Family Economic Data Survey Form, or Combination form)

NEW—At-Risk Measure (SES Data Pilot Project)

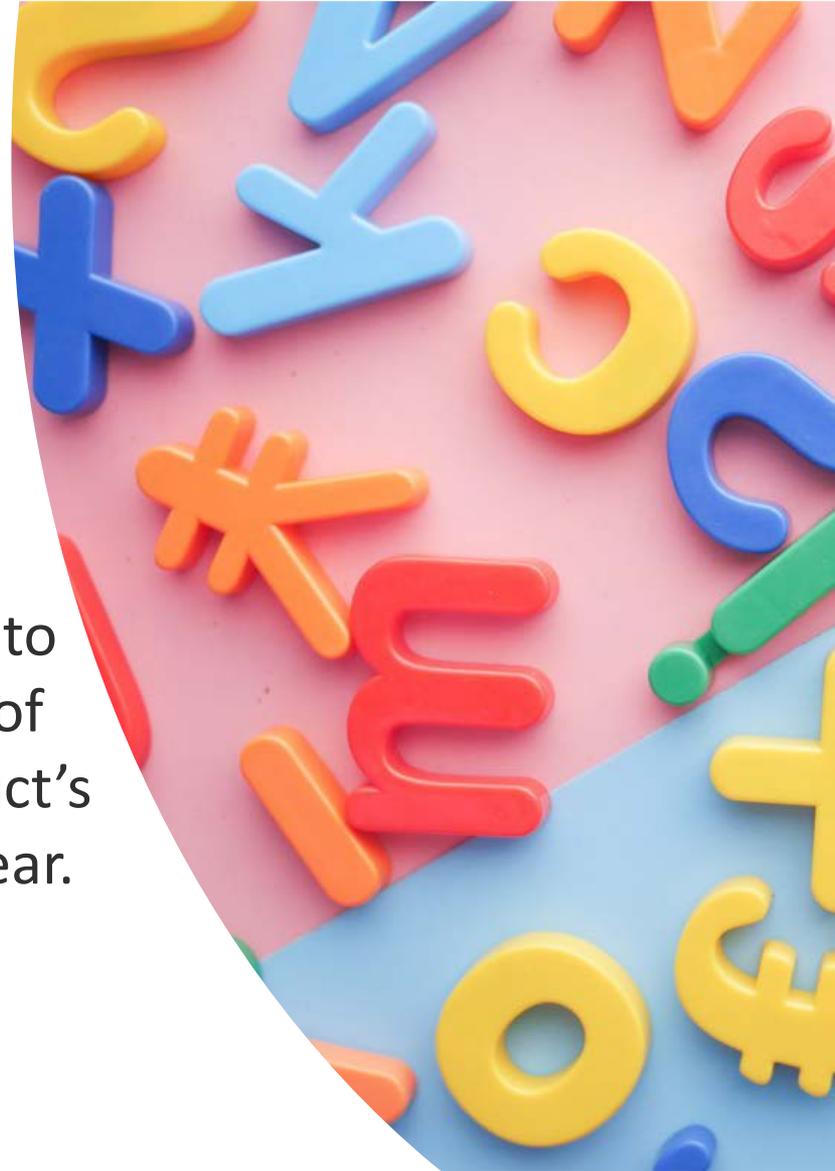
- The School Finance and Data Services units at CDE are currently working with districts throughout the state in a Data Pilot Project.
 - During this pilot, CDE will develop guidance and instructions on how to obtain and report student-level census block data needed for the implementation of the new at-risk measure/calculation beginning in **2024-2025**.
- Communications will be sent out to districts in preparation for the new data requirement.
- At this time, it has yet to be determined how this additional information will be provided to CDE.
 - This data may be incorporated into the Student October Snapshot, obtained through a new data file or collection, etc.

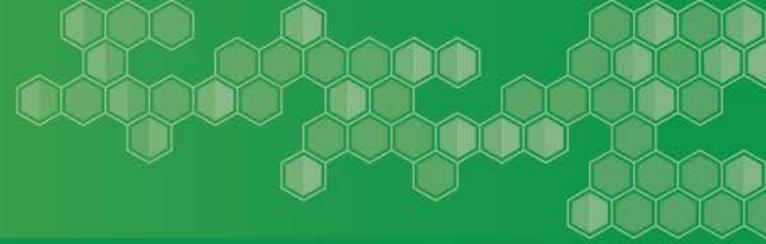
English Language Learner Count



Beginning with fiscal year 2021-2022, there is a new English Language Learner (ELL) funding factor that is included in the calculated total program funding for each district (SB21-268).

This funding factor allocates funding to districts related to the total number of English learners included in the district's funded pupil count for the current year.

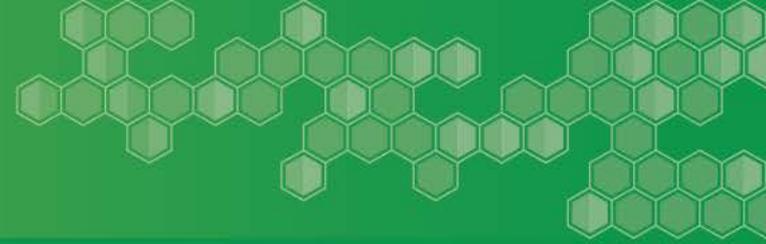




Please note that the English Language Learner count/funding factor is separate from the categorical funding districts received under the English Language Proficiency Act (ELPA).

For more information, visit the [English Language Proficiency Act \(ELPA\)](https://www.cde.state.co.us/cde_english/elpa) webpage

(https://www.cde.state.co.us/cde_english/elpa)



2022-2023 was the second year in which the ELL count was part of total program funding.

In spring 2023, the School Auditing Office conducted “out-of-cycle” audit documentation reviews for a randomly selected sample of students included in each district’s Student October 2022 ELL population.

The purpose of this high-level audit review was twofold:

- Evaluate the CDE-posted guidance related to this count, including determining opportunities for clarification while assessing the types of supporting audit documentation collected by districts.
- Provide high-level feedback to your district regarding the audit documentation it provided to evidence Language Proficiency for sampled ELL Count students as reported in the 2022 October Count data submission.

ELL Count Audit Review for 2022-2023 Timeline

The School Auditing Office completed the high-level reviews in July 2023.

For 2022-2023, the high-level ELL count audit documentation review did NOT result in any audit adjustments.

By 7/31/23, all districts with students included in the 2022-2023 ELL Count Audit review will receive an email from the School Auditing Office summarizing the results of the review, including general comments and reminders.

The 2023 ELL Count Audit Resource Guide was updated and posted July 7, 2023 to incorporate information from this review process.

There is **no further action required** by districts related to the 2022-2023 ELL count audit review.

English Language Learner Count

SCHOOL AUDITING OFFICE

English Language Learner Count



2023 Count Date: Monday, October 2

Summary

Each year all public school districts across the state of Colorado participate in the Student October Count data submission to the Colorado Department of Education (CDE). The purpose of this data collection is to obtain required student-level data as provided for by state statute, including information regarding students' funding eligibility as outlined in the Public School Finance Act of 1994 (Section 22-54-101, C.R.S.). The Colorado Department of Education collects these data through the Data Pipeline with the Information Management Services (IMS) unit of CDE overseeing the collection.

As provided for under SB21-268 and beginning with fiscal year 2021-2022, there is a new English Language Learner funding factor that is included in the calculated total program funding for each district. This new funding factor includes additional funding to districts related to the total number of English language learners included in the district's funded pupil count for the current year.

Student October Count data is used to determine which students are included in the district's English language learner count. Students meeting the following criteria are included in the district's ELL count:

- Grade level: Kindergarten through 12th grade
- Public School Finance Funding Status (i.e., funding code): 80, 82, 85, 91, 92, 94, 95
- Language Proficiency: 1 NEP (Non-English Proficient); 2 LEP (Limited-English Proficient)

In addition to the above listed criteria, students must still be within the five-year services window defined in English Language Proficiency Act (ELPA). Please note that the English Language Learner count/funding factor is separate from the categorical funding districts received under the English Language Proficiency Act (ELPA). For more information about ELPA, please visit: http://www.cde.state.co.us/cde_english/elpa.

In an effort to ensure accurate reporting of those data fields associated with the determination of each district's total program funding, the School Auditing Office will conduct periodic compliance audits of each district's Student October count data, including a review of documentation to support the district's English Language Learner count, specifically the district's determination of language proficiency for students reported as Non-English Proficient (NEP) and Limited-English Proficient (LEP).

Some forms recommended by the School Auditing Office may contain personally identifiable information of students and districts should take additional precautions. Local education agencies must use secure means when sending Personally Identifiable Information (PII) to CDE. If transferring PII between districts, schools, or with other parties, CDE strongly recommends that districts use a secure method of transferring PII between districts, schools, or with other parties (for example, a secure file sharing tool like Synclplicity, or including the PII in a password-protected document). For more information, please visit the [Data Privacy and Security](#) website or contact [CDE's Data Privacy Office](#).

Resource Guide

[2023-2024 English Language Learner Count Audit Resource Guide \(UPDATED 07/07/23\)](#)

[English Language Learner Count](#) webpage:

- (http://www.cde.state.co.us/cdefinance/auditunit_ell_count)

[ELL Count Overview Training:](#)

- Tuesday, September 12th at 10am
- (http://www.cde.state.co.us/cdefinance/auditunit_trainings)

Variance Waiver: Blended Learning Initiative

Variance Waiver for Blended Learning and Supplemental Online Courses

- The 2023 Student October Count Audit Resource Guide includes posted guidance regarding Blended Learning and Supplemental Online Courses (for brick-and-mortar students).
 - This guidance outlines restrictions that may apply when determining how much “off-site” instruction associated with these courses can be used when determining funding level eligibility.
- In the event a district or school **is operating a learning model outside of the posted guidance**, CDE has provided the option for districts and schools to request a Variance Waiver.
 - This process allows the district or school to waive some (but not all) of the requirements/restrictions described in the posted guidance.

Clarification: Contracted Blended Learning and Supplemental Online Courses

Beginning with the 23/24 school year, the audit documentation requirements for contracted Blended Learning and Supplemental Online courses for districts who have received a BLI Variance Waiver include:

1. Purchase agreement or contract for educational services between the district and educational provider
 - a. Alternatively, evidence of tuition paid by the district to the third-party educational provider
2. Districts must ensure students participating in blended learning or supplemental online courses have the appropriate electronic equipment and resources to participate in the course, and must ensure that instruction aligns with Colorado Academic Standards and Colorado English Language Proficiency Standards
 - a. Educators working with students with disabilities or English learners (ELs) must meet state and federal educator licensure and qualifications requirements

Clarification: Contracted Blended Learning and Supplemental Online Courses

The documentation below must also be provided and obtained from the **contracted educational** provider (regardless of whether or not you have a BLI Variance Waiver)

Failure to provide any of the listed documentation for the 23/24 school year will result in an adjustment to the district's funded pupil count.

Program calendar

Program bell schedule and/or instructional time equivalency

- When calculating the weekly instructional time for supplemental online courses, the district should use the average instructional time as determined by the brick-and-mortar in-person bell schedule calculation to evaluate the entire course
- Only teacher-led instruction may be considered as instructional time for funding purposes; instruction being provided by parents (including that which is delivered “under the supervision of” teachers) may not be included in the calculation of instructional time.

Daily attendance for the 11-day count period

- Documentation describing acceptable ways in which attendance/participation will be documented

Individual student schedule

- Documentation describing acceptable synchronous and asynchronous ways in which teacher-pupil instruction and contact time can occur outside the classroom (i.e., during any off-site, digitally-delivered portions of the class)
- Supplemental online courses must be individual courses only; “study blocks” or multi-use periods may not be considered as supplemental online courses
- Program course catalog (this document should include the actual program courses into which a student is enrolled)

Variance Waiver for Blended Learning and Supplemental Online Courses

- For information about the Variance Waiver:
 - [Blended Learning Initiative \(BLI\) webpage](https://www.cde.state.co.us/onlinelearning/blendedlearninginitiative):
(<https://www.cde.state.co.us/onlinelearning/blendedlearninginitiative>)
 - [Variance Waiver Process \(PDF\)](https://www.cde.state.co.us/onlinelearning/2023variancewaiverprocess):
(<https://www.cde.state.co.us/onlinelearning/2023variancewaiverprocess>)
- For information about Blended Learning and Supplemental Online Courses for brick-and-mortar students:
 - [2023 Student October Count Audit Resource Guide](https://www.cde.state.co.us/cdefinance/23-24_pupil_count_audit_resource_guide)
(https://www.cde.state.co.us/cdefinance/23-24_pupil_count_audit_resource_guide)
Sections: Blended Learning Courses; Supplemental Online Courses; Appendix D
 - Recorded Training: [Blended Learning and Supplemental Online Courses- Variance Waiver Process for 2023-2024](http://www.cde.state.co.us/cdefinance/auditunit_trainings)
(http://www.cde.state.co.us/cdefinance/auditunit_trainings)

2023 Student October Count Audit Resource Guide

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(https://www.cde.state.co.us/cdefinance/23-24_pupil_count_audit_resource_guide)

All “arrows” (▶) indicate changes that are effective July 1, 2023 (FY 2023-2024)



COLORADO
Department of Education

2023 Student October Count Audit Resource Guide Fiscal Year 2023-2024

For use during the Student October Count data submission and subsequent audit

Submitted to:
Colorado Public School Districts, Charter Schools, Charter School Collaboratives, Charter School Networks, The Charter School Institute (CSI) and Colorado Boards of Cooperative Educational Services (BOCES)

By:
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Effective July 1, 2023

This Guide is to be read as a whole, in context, and CDE gives effect to every word of the document. In auditing, CDE is bound to give consistent, harmonious, and sensible effect to all of the parts of the Guide. The Guide is interpreted as harmonized and not read or interpreted as creating a conflict. Individual sections of the Guide provide additional information and definition for specific student, course, school, and program types. These individual sections are not meant to stand alone or to contradict or supersede the general funding requirements of the Guide.

201 E. Colfax Ave., Denver, CO 80203; 303-866-6600; www.cde.state.co.us

[Colorado Revised Statutes](http://www.lexisnexis.com/hottopics/colorado/); <http://www.lexisnexis.com/hottopics/colorado/>
[Code of Colorado Regulations](http://www.sos.state.co.us/CCR/Welcome.do) <http://www.sos.state.co.us/CCR/Welcome.do>



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Arrows in the table of contents indicate significant updates to whole sections

“Arrows” (▶) in the guide indicate changes that are effective July 1, 2023 (FY 2023-2024)

Arrows in the text indicate more limited clarifications or changes

5th Year and Beyond (as determined by the student's remaining concurrent enrollment credit hours) ▶ Once a student has completed concurrent enrollment credit hours, whether the student is pursuing a concurrent enrollment program or whether the student is pursuing a concurrent enrollment program, the student meeting their remaining concurrent enrollment credit hours must meet the following requirements:

- All college credit hours must be earned during the 5th year and beyond.



▶ Summary of Changes



▶ Summary of Changes for Fiscal Year 2023-2024

1. To the Introduction and Overview, ASCENT, Concurrent Enrollment, and PTECH sections, added language clarifying high school year as determined by Anticipated Year of Graduation (AYG).
2. To the Pupil Enrollment Count Date section, added language clarifying that during the Duplicate Count process, districts using the standard count date will take precedence over districts employing an alternative count date.
3. To the Scheduled Teacher-Pupil Instruction and Contact Hours Funding Eligibility section, added language clarifying the requirements for students receiving services described in an IEP that would not benefit from a full-time schedule.
4. To the ASCENT section, added statutory requirement and language concerning required college coursework prior to the ASCENT year.
5. To the ASCENT section, added a documentation requirement concerning evidence of program eligibility.
6. To the Blended Learning Courses section of the Guide, documentation requirements have been adjusted to remove reference to adopted local board policy.
7. To the Concurrent Enrollment section, added guidance regarding the evaluation of online postsecondary courses that do not qualify for evaluation as Concurrent Enrollment courses.
8. To the Concurrent Enrollment section, added guidance regarding limitations of the number of credit hours available to students in their 5th year and beyond.
9. From the Contractual Education Students and Courses section, removed language concerning Facility School students.
10. To the Contractual Education Students and Courses section, added language clarifying that responsibility for ensuring funding and documentation requirements are met lies with the district.
11. To the Contractual Education Students and Courses section, added language clarifying that additional documentation for unique student types and courses may be required.
12. To the Dropout Recovery section, added documentation requirements for high school transcript and district graduation requirements.
13. To the Dropout Recovery section, added Red Rocks Community College to the list of known Dropout Recovery program.
14. Changed the name of the Facility Students section to "Facility School Students"
15. To the Facility School Students section, removed language regarding circumstances in which a student may be included in a district's funded pupil count; added language clarifying funding sources.
16. To the Home-school Students section, added language addressing contractual agreements.
17. To the Home-school Students section, added language addressing Blended Learning and Supplemental Online courses.
18. To the HSED section, added guidance regarding participation in Concurrent Enrollment courses in the 5th year of high school and beyond.
19. To the Kindergarten Students section, updated the list of allowable READ Act assessments.
20. To the Online Schools and Programs section, added McKinney-Vento and Migrant lists to the acceptable Proof of Colorado Residency documentation
21. Updated the Preschool Students section of the Guide and all references to the Preschool Alternative Count Date.



22. To the Supplemental Online Courses section of the Guide, documentation requirements have been adjusted to remove reference to adopted local board policy.
23. To the TREP section, modified the funding codes for TREP students to include online funding codes and added guidance on how to code TREP carryforward slots
24. To the TREP section, added funding codes for students in Year 6.
25. Within Appendix B, removed references to ASCENT carryforward, 1st Grade Students, and Preschool Students; added coding for TREP carryforward.

Updates, Clarifications, Reminders



Sections of the Guide with Updates/Clarifications/Changes

- Pupil Enrollment Count Date
- Scheduled Teacher-Pupil Instruction and Contact Hours Funding Eligibility
- ASCENT
- Blended Learning Courses
- Concurrent Enrollment
- Contractual Education Students and Courses
- Dropout Recovery
- Facility School Students

- Home-School Students
- HSED
- Kindergarten Students
- Online Schools and Programs
- Preschool Students
- Supplemental Online Courses
- TREP
- Appendix B

Highlights: ► Changes and Clarifications for Fiscal Year 2023-2024

- ▶ Clarified throughout the Guide, that a student’s “year” in high school is determined by a student’s assigned **Anticipated Year of Graduation (AYG)**

- ▶ **ASCENT** — New documentation requirement
 - Documentation demonstrating the student completed at least 9 credit hours (semester hours or equivalent) of transcribed, credit-bearing, college-level postsecondary coursework prior to the end of their 12th grade (i.e., the 4th year of high school, as determined by the student’s AYG) year. Examples include, but may not be limited to college or high school transcripts, etc.

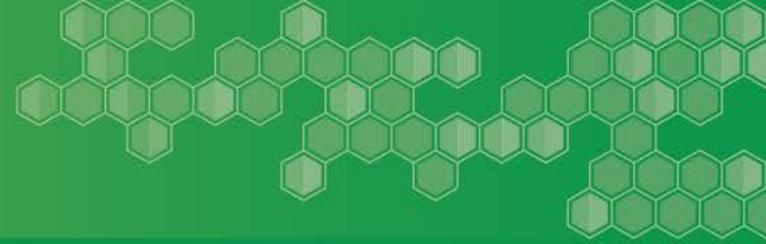
- ▶ **Contractual Education**—it is the district’s responsibility to ensure that all contractual education purchased and used in the determination for funding meets the requirements as outlined in the Guide (e.g., supplemental online courses, home-school programs, no parent-led instruction, etc.)
 - The district must maintain complete and accurate documentation for all contractual education

Highlights: ► Changes and Clarifications for Fiscal Year 2023-2024 (continued)

- **Concurrent Enrollment**—Once a student has completed their 4th year of high school, they are restricted to a total of **nine (9)** Concurrent Enrollment credit hours for the remainder of their high school career (unless they are participating in ASCENT, TREP, or PTECH).

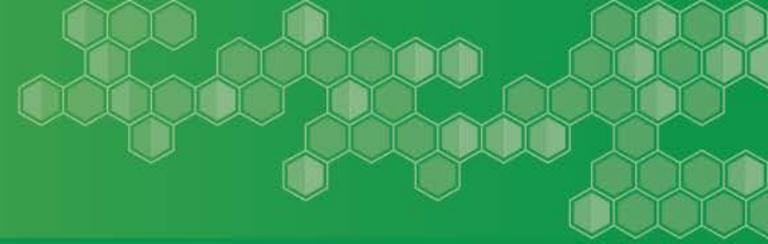
*See documentation requirement update for students in their 6th and 7th year of high school.





Blended Learning and Supplemental Online Courses

- Course level documentation no longer requires a district board of education definition of the educational process (e.g., in board policy, board resolution, governance document, etc.), which includes blended learning and supplemental online courses.
- However, districts and schools must still be prepared to provide all other course level documentation (in addition to all student level required documentation for funding purposes) as listed on the Guide.



- The Office of Facility Schools at CDE annually posts the [Tuition Cost Rate](#).
- As described in this document:
 - **Tuition Cost Rate** covers costs associated with specialized services as outlined in the student's IEP.
 - **Additional Education Costs** may cover day treatment, residential treatment, and/or exceptional costs above and beyond the specialized services covered under the Tuition Cost Rate.
- These costs, even if paid by the district, do **not** entitle the district to include the student in the district's funded pupil count as reported in Student October; however, payment of these costs may entitle the district to include the student in the district's Special Education December count.

(<https://www.cde.state.co.us/facilityschools/finance>)

Highlights: ▶ Preschool Students



- Beginning with the 2023-2024 school year, data reported in the Student October Count data collection will no longer be used to determine funding amounts for districts providing educational services for preschool students
- Instead, funding associated with [Universal Preschool \(UPK\)](#) will be distributed directly to eligible providers by the [Colorado Department of Early Childhood \(CDEC\)](#) which oversees the implementation of UPK.

(<https://cdec.colorado.gov/universal-preschool-colorado-0>)

Highlights: ► Preschool Students (continued)

Within Student October, and for the 2023-2024 school year,

- Districts/LEAs will still report all preschool students receiving educational services from the district/LEA (regardless of UPK funding status).
- All preschool students will be reported with a Public School Finance Funding Status code (i.e., funding code) of '86' or '96' (not eligible).
- Districts/LEAs will not have the ability to use the November 1st preschool alternative count date

Highlights: ► TREP coding updates

The following table describes the appropriate Student October Count data submission coding for all current year slots:

TREP Slot Allocation Year	Funding Level	Postsecondary Program Enrollment Code	Public School Finance Funding Status Code	Comment
TREP Year 5	Full-time	17	80, 91, 92	TREP student in Year 5 occupying a full-time current year-allocated TREP slot (1.0 FTE)
TREP Year 5	Part-time	17	82, 85, 94, 95	TREP student in Year 5 occupying a part-time current year-allocated TREP slot (0.5 FTE)
► TREP Year 5 Carryforward	Full-time	18	87, 96	TREP student in Year 5 occupying a full-time carryforward TREP slot (1.0 FTE) from the prior school year.
► TREP Year 5 Carryforward	Part-time	19	87, 96	TREP student in Year 5 occupying a part-time carryforward TREP slot (0.5 FTE) from the prior school year.
► Carryforward/Current	Full-time	19	82, 85, 94, 95	This is a full-time TREP student who is occupying a ½ TREP slot from the current year (0.5 FTE) <u>AND</u> ½ carryforward TREP slot from the prior year (0.5 FTE).
► TREP Year 6	Full-time	20	80, 91, 92	TREP student in Year 6 occupying a full-time allocated TREP slot (1.0 FTE)
► TREP Year 6	Part-time	20	82, 85, 94, 95	TREP student in Year 6 occupying a part-time allocated TREP slot (0.5 FTE)

Updates: ► Appendix B: Data Submission Codes



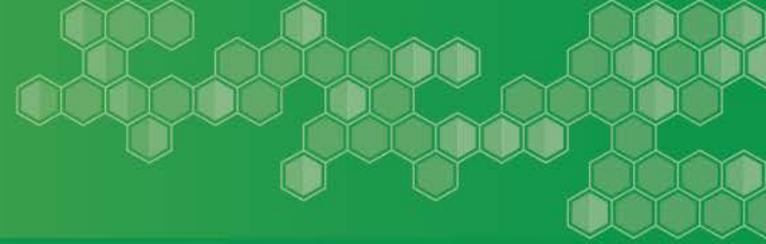
► Appendix B: Data Submission Codes Used to Identify Funded Student Types

Student Type	Field	Student Interchange File	Value	Comment
ASCENT	Postsecondary Program	Student Demographic	01	ASCENT students funded with a current-year ASCENT slot
Concurrent Enrollment	Postsecondary Program	Student Demographic	02	Students enrolled in concurrent enrollment courses (and not participating in the ASCENT program)
Contractual Education	Non-School Program	Student School Association	03, 04	Students for whom the district is paying tuition to another entity to provide educational services
Detention Center	School Code	Student 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	Student Demographic	08	Students participating in a dropout recovery program offered exclusively at a community college
Early College	Postsecondary Program	Student Demographic	07	Early college students who are enrolled in postsecondary courses.
Expelled	Expelled Education	Student School Association	1	Students receiving services through a program established for expelled students
Foreign Exchange	Country of Parent's Residence for Non-Residence Students	Student School Association	<> "000"	Any value other than "000"
Home-School	Home Based Education	Student School Association	1	Home school students receiving some educational services through the district
HSED	Attends District Funded HSED Program	Student Demographic	1	Students enrolled in a high school equivalency degree (HSED) program
ILOP	Innovative Learning Opportunities Pilot	Student School Association	1 or 2	Any student with an ILOP value of 01 or 02



Student Type	Field	Student Interchange File	Value	Comment
Kindergarten (Under the Age of 5)	Entry Grade Level and Student Date of Birth	Student School Association	006 or 007 (DOB)	Any kindergarten student under the age of 5 as of October 1
Online Schools	Public School Finance Funding Status	Student School Association	91, 92, 94, 95	Students primarily enrolled in a Colorado public Online School.
Online Program - Single-District Online	Non-School Program	Student School Association	01	Students primarily enrolled in a Colorado public school district's Online Program.
P-TECH Schools and Programs	Postsecondary Program	Student Demographic	15	Students attending a P-TECH school or program in their first 4 years of high school (Years 1-4)
P-TECH Schools and Programs	Postsecondary Program	Student Demographic	16	Students attending a P-TECH school or program in their fifth or sixth year of high school (Years 5-6)
TREP (Year 5)	Postsecondary Program	Student Demographic	17, 18, 19	Students participating in the TREP program in their 5 th year of high school
TREP (Year 6)	Postsecondary Program	Student Demographic	20	Students participating in the TREP program in their 6 th year of high school
Transition	Special Education Transition	Student Demographic	1, 2, 3, 4	Any value other than "0"

File layout and definitions for the Student Demographic and Student School Association files can be found on [the Data Pipeline Student Interchange](https://www.cde.state.co.us/datapipeline/inter_student) website (https://www.cde.state.co.us/datapipeline/inter_student).



Review the posted “[Online Signature Guidance](#)” specific to the following documents (as applicable):

- **Affidavit of Residency**

- For students enrolled in a Colorado public Online School or Program

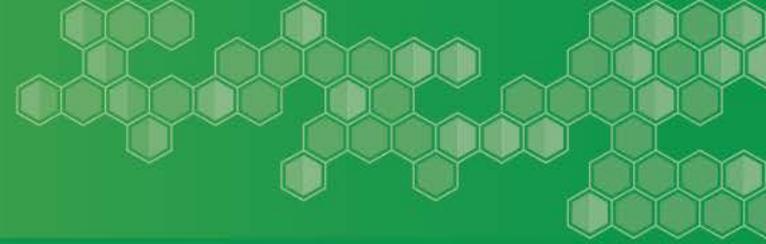
- **Family Economic Data Survey (FEDS) form**

- For At-Risk funding eligibility

(https://www.cde.state.co.us/cdefinance/school_auditing_online_signatures)

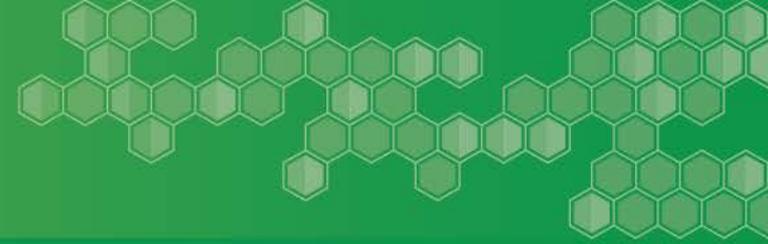
Contact audit@cde.state.co.us with any questions.

Public School Finance Act (PSFA) Rules



- Over the past several months, CDE has been in conversations with the State Board of Education to explore making revisions to the Public School Finance Act (PSFA) rules (1 CCR 301-39).
- The purpose of these changes is to both modernize the rules to reflect the educational delivery system of today, and make technical updates and changes.
- The Department is currently in the process of seeking stakeholder feedback on some of the proposed changes. Once stakeholder engagements are complete and feedback is received and evaluated, the Department will determine whether it will move forward with a formal Notice of Rulemaking.

Proposed Rewrite of the PSFA Rules (continued)



- [Draft edits](#) to the PSFA rules are available for review
(https://drive.google.com/file/d/1WHiUICSxpbBq9TCNft_xGtz-v9f7r0DE/view)
- The Department has a [survey](#) to provide feedback on these proposed changes
(<https://forms.gle/pNqwp5u3EYrbfCLU8>)
- For more information about the proposed changes to these rules, contact [Amy Carman](#), Executive Director of School Finance and Grants, CDE via email
(carman_a@cde.state.co.us)

Questions?

Please type your question into the chat box or raise your hand to be unmuted. (You only need to click “raise hand” once.)

Join us again on Thursday, August 17, 2023 at 10AM for
“Student October Office Hours”