



COLORADO
Department of Education

2023 Student October Count for
Online Schools and Programs

July 27, 2023

- Student October Count Overview
- Student October Count Audit Resource Guide
 - Funding Requirements
 - Audit Documentation Requirements
 - Clarification to the Online School and Program section
- At-Risk Count
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- Additional Resources
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There are two types of Colorado public Online Schools and Programs:

Multi-District Online (MDOL) School

- Must be certified by CDE (which includes having current Authorizer's Assurances and corresponding policies on file with the Office of Blended and Online Learning)
- May accept students from across the state of Colorado
- Per pupil funding is different than a brick-and-mortar school

Single-District Online (SDOL) School or Program

- Must have current Authorizer's Assurances and corresponding policies on file with the Office of Blended and Online Learning
- Generally serve students only from the authorizing district
- Per pupil funding is the same as a brick-and-mortar school

Background

The CDE [Office of Online and Blended Learning](#) maintains a complete list of Colorado public Online Schools and Programs:

- [Multi-District and Single District Online Schools](#) webpage
- [Single District Online Programs](#) webpage

For more information, visit the Office of Online and Blended Learning main webpage:

<https://www.cde.state.co.us/onlinelearning>



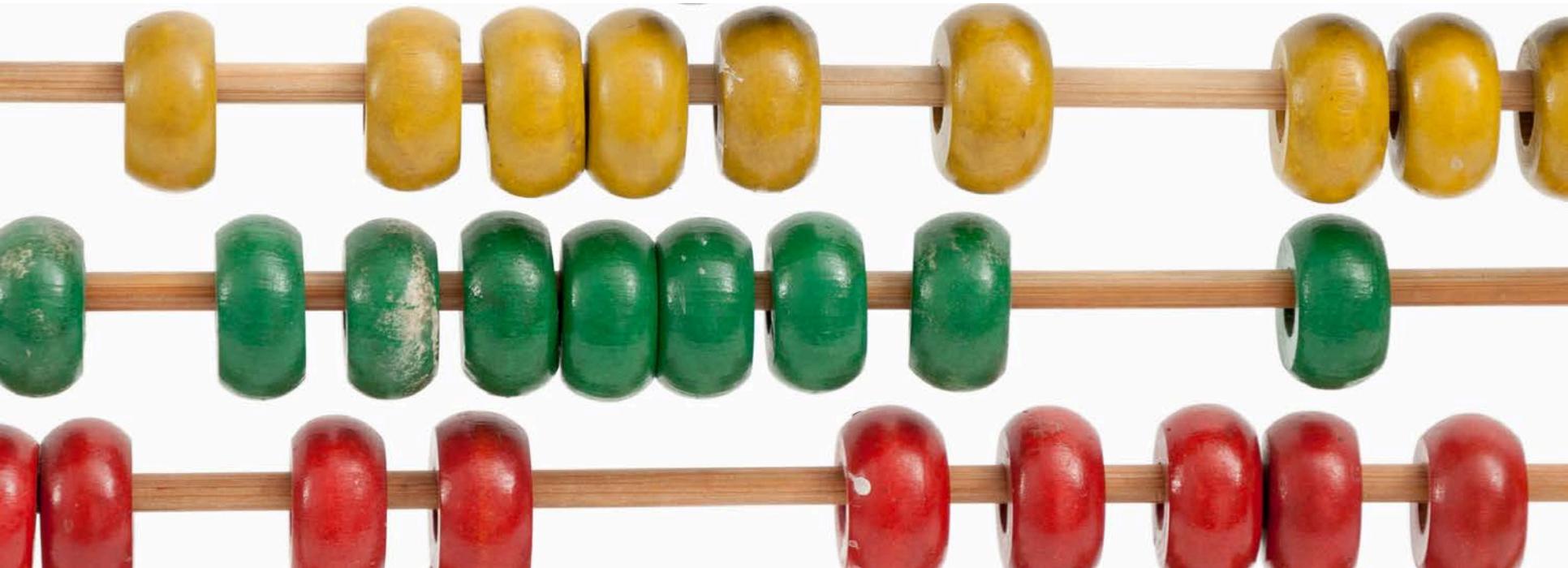


- Each year, all public school districts in the state of Colorado and the Charter School Institute participate in the Student October Count data submission.
- The data reported by each district and CSI during this data submission is used to determine the total program funding each district and CSI will receive. Total program funding considers the following counts:
 - Funded pupil
 - At-risk
 - English language learner (ELL)
- After the data submission is final, and within 5 years following certification, all districts and CSI are subject to a compliance audit to ensure accurate reporting of the above noted counts.

Student October Count Overview



Because Colorado funds districts based on a one-day pupil membership count (known as the pupil enrollment count date), all data reported in the Student October Count data submission should reflect what was true as of the pupil enrollment count date.



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
- Districts can request an alternative count date or 11-day count period on behalf of an individual school, if applicable.

Student October Count Audit Resource Guide

Student October Count Audit Resource Guide

- The Audit Resource Guide can be found on the School Auditing Office's [Pupil Count webpage](#) and is usually posted on or about July 1 for the upcoming school year:
http://www.cde.state.co.us/cdefinance/auditunit_pupilcount

Pupil Count

SCHOOL AUDITING OFFICE



Pupil Count

2023 Count Date: Monday, October 2

Summary

Each year all public school districts and facilities 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, as amended (22-54-101, C.R.S.). The Colorado Department of Education collects these data through the Data Pipeline system with the Information Management Services (IMS) unit of CDE overseeing the collection.

The Student October Count is based on a one (1) day membership count in which districts are asked to report all students who are actively enrolled and attending classes through their district on that date. While the submission should only include those students who meet the membership and scheduling requirements as of the pupil enrollment count day, the actual submission process begins in September and closes mid-November. Districts should refer to the Student October Count data submission documentation distributed by the IMS unit at CDE for further information regarding the actual submission process and data element definitions.



[Upcoming Student October Count Webinars](#)

Resource Guides

[2023-2024 Student October Count Audit Resource Guide](#)
UPDATED 06/30/23

Duplicate Count

- [2022-23 Duplicate Count Training and Scenario Webinar \(PPT\) Recording](#)
- [Duplicate Count Process Overview \(Vimeo link\)](#)

At-Risk Count
English Language Learner Count
Pupil Count
Transportation
Training and Office Hours
Contact Us
Capital Construction Unit
Grants Fiscal Management Office
School Nutrition Unit
School Transportation Unit
About Us
Contact Us

Learn More

Financial information on schools and districts throughout Colorado. [Learn more about financial transparency.](#)



- The Student October Count Audit Resource Guide addresses:
 - Funding Requirements
 - Audit Documentation Requirements
- This Guide is intended to be read as a whole.
 - Individual sections of the Guide provide additional information and definition for specific student types, courses, schools, and program types.
 - The individual sections are not meant to stand alone or to contradict or supersede the general sections of the Guide.
- While the Guide has been developed to conform to state statute and the Code of Colorado Regulations (Administrative Rules), the Guide is not meant to be comprehensive and is not intended to replace state statute or administrative rules.

Student October Count Audit Resource Guide



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.sos.state.co.us/CCR/Welcme.do>



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The first 17 pages of the Guide provide a general overview and primary funding and documentation requirements which apply to **all** students, regardless of the type of school or program in which they are enrolled and participate.



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The next section of the guide addresses “unique” students, courses, schools, and programs.

Those listed are considered unique because:

1. The way in which a funding requirement is documented may vary from how they are documented for a traditional educational setting; AND/OR
2. They have additional funding requirements that must be met compared to students attending a traditional educational setting: AND/OR
3. They are an exception to the general funding requirements and documentation is necessary to show that the student meets the funding exception.

Unique Students, Courses, Schools, and Programs

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Funding Requirements (for all students)



All students (regardless of the type of school or program into which they are enrolled) who are submitted for funding must:

1. Be enrolled with the district as of the pupil enrollment count date, unless they qualify as a transfer enrollment exception
 - Within-State Transfer Exception
 - Out-of-State Transfer Exception
2. Must be in attendance (or participate) on the pupil enrollment count date
 - If the student is absent **for any reason**, the student must:
 - Establish attendance prior to the pupil enrollment count date during the current school year AND
 - Resume attendance within 30 calendar days following the pupil enrollment count date



3. If a student meets the enrollment and attendance requirements for funding, then the level of funding for which a student is eligible is determined by their individual student schedule as of the pupil enrollment count date:
 - Part-time funding: Student is scheduled to receive a minimum of 90, but less than 360, hours of teacher-pupil instruction and contact time in the semester of the pupil enrollment count date
 - Full-time funding: Student is scheduled to receive a minimum of 360 hours of teacher-pupil instruction and contact time in the semester of the pupil enrollment count date

Audit Documentation

Audit Documentation Requirements (for All Students Regardless of School or Program Type)

- School/Program Level Documentation
 - Calendar
 - Course catalog/student handbook
 - Course descriptions
 - Bell schedule (traditional classroom setting) **OR**
 - Equivalency Statement(s) (online school or program)
- Student-Level Documentation
 - Evidence of enrollment
 - Evidence of participation/attendance
 - Individual student schedule
- Any additional documentation as described in the Audit Resource Guide
 - For example: required audit documentation for transfer enrollment exception students, Concurrent Enrollment courses, work-based learning experience courses, etc.

Additional Audit Documentation (for Online School and Programs)

- School/Program Level Documentation
 - Authorizer Assurances
- Student-Level Documentation
 - Proof of Residency



- Beginning with the 2022-2023 school year, each online school and program must submit their own Authorizer Assurances
- **New** single-district online schools and programs must submit Authorizer Assurances prior to the start of their first year of operation in order to be evaluated for funding purposes as such.
- **Existing** Colorado public Online Schools and Programs are only required to submit updated Authorizer Assurances when there are any changes.
- The School Auditing Office references the Authorizer Assurances and accompanying attachments during the district's funded pupil count audit.



Process for Submitting Authorizer Assurances

- Fill out an electronic Smartsheet form and include attachments
- Submit no later than September 20, 2023

The electronic Smartsheet form must include the following attachments:

1. Authorizer Assurance Signature Form
2. Local board policy defining and describing the activities that may be considered participation in the educational process for the purpose of establishing attendance in the Authorizer's online school or program.
3. Sample documentation for each activity that may be used to demonstrate a student has met the attendance requirement for funding (as outlined in local board policy).

Important: *At the time of audit, the School Auditing Office will consider only those documents that are described in the Authorizer Assurances and for which samples have been submitted. Failure to include board policy describing which activities may be used to demonstrate participation (with appropriate accompanying sample documentation) may result in audit adjustments.*

Authorizer Assurance Signature Form

<http://www.cde.state.co.us/onlinelearning/resources>

- This [form](#) (and accompanying documentation) outlines all the ways in which an online school or program can demonstrate online participation at the student level

Online Schools and Programs Authorizer Assurance Signature Form



COLORADO
Department of Education

Effective May 2022

Pursuant to the Rules of the Administration, Certification and Oversight of Colorado Online Programs (1 CCR 301-71, Rule 8.01.1), Authorizers must adopt policies tracking student enrollment, attendance, and participation (as set forth in Rule 3.02.8). Authorizers may document students' attendance and participation in educational activities in a manner the Authorizer deems appropriate to support student learning. The purpose of this Authorizer Assurance Signature Form is to verify the process and policies by which students' attendance and participation in the online program or online school are tracked and documented.

Students participating in an online program or online school are subject to the compulsory attendance requirements as provided in Article 33 of the Colorado Revised Statutes. Students are deemed to comply with the compulsory attendance requirements through participation in an online program or online school. The Assurances provided below ensure compliance with these statutory requirements, as well as the attendance requirements for funding outlined by the Rules of the Administration of the [Public School Finance Act](#) (1 CCR 301-39).

Definitions

The subsections of 1 CCR 301-71, Rule 2.0 define the types of online schools and programs that an Authorizer may offer:

Online Programs

"Online Program" means a full-time education program authorized pursuant to Title 22 of the Colorado Revised Statutes that delivers a sequential program of synchronous or asynchronous instruction directed by a teacher primarily through online digital learning strategies that provide students choice over time, place, and path, and teacher-guided modality of learning. "Online Program" does not include a supplemental program. Accountability for each student in an online program is attributed back to a designated school that houses the online program. An Online Program with one hundred or more students is an Online School and not an Online Program (Rule 2.09).

Single District Online Program

"Single-District Online Program" means an Online Program that serves only students who reside within a single school district (Rule 2.12)

Online Schools

"Online School" means a full-time, education school authorized pursuant to Title 22 of the Colorado Revised Statutes that delivers a sequential program of synchronous or asynchronous instruction directed by a teacher primarily through online digital learning strategies that provide students choice over time, place, and path, and teacher-guided modality of learning. An Online School has an assigned school code and operates with its own administrator, a separate budget, and a complete instructional program. An Online School is responsible for fulfilling all reporting requirements and is held to state and federally mandated accountability processes (Rule 2.10).

Multi-District Online School

"Multi-District Online School" means an Online School that serves a student population drawn from two or more school districts (Rule 2.07).

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Attendance

Each online program and online school must document a student's compliance with compulsory attendance requirements during the official count window (1 CCR 301-71, Rule 8.01).

To meet the attendance requirement for funding purposes, students must participate in the educational process (as defined by the local board of education) on the pupil enrollment count date, or, if they do not participate (for any reason) then, the student must participate prior to the pupil enrollment count date during the current school year and within 30 days following the count date. The activities that constitute attendance and participation in the educational process should be defined in and described by local board policy, in a manner the Authorizer deems appropriate to support student learning.

These activities may include, but are not limited to:

- assessment, orientation, and induction activities;
- in-person educational instruction; and
- synchronous and asynchronous internet-based educational activities.

While the activities that constitute attendance and participation in the educational process should be defined in and described by local board policy, the Authorizer may define the documentation demonstrating that a student has participated in one of these board-approved activities. At the time the Authorizer Assurances are submitted, the district or school must also provide samples of documentation that will be used to demonstrate students have met the attendance requirement to CDE's Office of Blended and Online Learning. At the time of the funding audit, the School Auditing Office will only consider this same documentation when determining whether a student has met the attendance and participation requirement.

Authorizer's Assurances

The following information must be completed separately for each online school or program operated by the Authorizer:

For each online school or program operated by the Authorizer, a copy of this form must be signed and dated by the Chief Financial Officer and Superintendent to certify that the required Authorizer assurances and documentation (including local school board-approved policies and sample attendance documentation) have been provided to CDE's Office of Blended and Online Learning.

Assurances

- The Authorizer has reviewed the attendance requirement described above, and has provided to the Office of Blended and Online Learning the local board policy defining and describing the activities that may be considered participation in the educational process for the purpose of establishing attendance in the Authorizer's online school or program.
- The Authorizer has attached sample documentation for each activity that may be used to demonstrate a student has met the attendance requirement for funding (as outlined in local board policy).

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- At the time of audit, the Authorizer will provide documents of the same type as the samples that were provided to demonstrate the attendance requirement has been met for each student enrolled in an online school or program and submitted for funding. No other documentation type will be considered when evaluating the attendance requirement for funding purposes.

Authorizer information

District Code: _____

District Name: _____

CDE School Code (if applicable): _____

Online School or Program Name: _____

Please select one option below for the school or program noted above:

- Multi-district online school
- Single-district online school
- Single-district online program

Chief Financial Officer (signature) _____ (printed name)

Date

Superintendent (signature) _____ (printed name)

Date

No later than September 20, submit electronically through the Smartsheet submission link found at: <https://www.cde.state.co.us/onlinelearning/resources>

NOTE: Once an Authorizer has provided these assurances and supporting documentation, the Colorado Department of Education will assume the Authorizer plans to continue to use the policies identified in their assurance form. Annual submission is not required. However, resubmission to the Office of Blended and Online Learning no later than September 20 of the applicable school year is required if the Authorizer has changed their local board policy with regard to attendance and/or the documentation used to demonstrate participation in the educational process.

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The documentation that may be submitted to demonstrate participation in a board approved educational activity may differ depending on the type of activity. For example:

Educational Activity	Documentation Demonstrating Attendance/Participation
Assessments	Assessment system report that includes student name, date of assessment and scores
Orientation	Student Sign-In Sheets
In-Person educational instruction	Student Sign-In Sheets; Student information system (SIS) attendance reports with in-person attendance code
Synchronous internet-based educational activities	Student information system (SIS) attendance reports with synchronous learning attendance code
Asynchronous internet-based educational activities	Learning management system (LMS) log-in reports showing completion of course specific activities





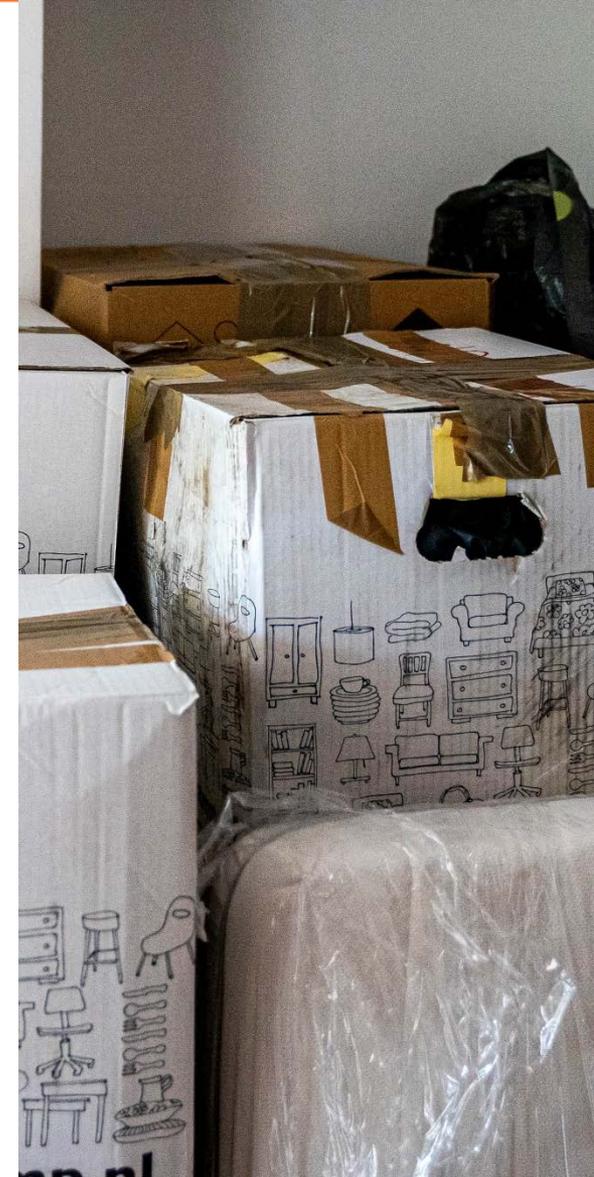
Authorizer Assurances Signature Forms and the accompanying documents are submitted/uploaded through the corresponding online submission form:

- [Multi-district Online Schools Authorizer Assurances Submission](#) online form
- [Single District Online School or Program Authorizer Assurances Submission](#) online form

Information regarding authorizer assurances can be found on the [Online and Blended Learning Resources](#) webpage at <https://www.cde.state.co.us/onlinelearning/resources>.

Proof of Colorado Residency

- Pursuant to 1 CCR 301-71-8.06, an online school or program must verify and document a student's residency in the state of Colorado upon initial enrollment and annually thereafter, and retain a copy of the document or written statement in the student's mandatory permanent record
- Colorado residency is determined by the student and parent/legal guardian currently residing within the state of Colorado boundaries, except for students of military families
- [Online and Blended Learning Resources](http://www.cde.state.co.us/onlinelearning/resources) may be found at:
<http://www.cde.state.co.us/onlinelearning/resources>





- 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**
- https://www.cde.state.co.us/cdefinance/school_auditing_online_signatures
- Please contact the [School Auditing Office](#) at audit@cde.state.co.us with any questions.

Online Schools and Programs Section of the Guide

Online Schools and Programs section— Student Schedule Considerations



- Student schedules should clearly state all courses into which the student is scheduled during the semester of the pupil enrollment count date
 - Schedules should reflect what is true as of the pupil enrollment count date (10/2/23)
 - Students should be aware of all courses in which they are expected to participate during the semester of the pupil enrollment count date
 - The school or program should be able to clearly document all schedule changes occurring during the semester of the pupil enrollment count date
- Each student's schedule should be developed to meet the student's individual needs

Online Schools and Programs section— Student Schedule Considerations

Funding level is based on the student's entire equivalent fall semester schedule (i.e., semester 1, quarters 1 & 2, or hexters 1, 2, & 3, etc.)



Fall semester is 1/2 the scheduled student contact days according to the school calendar, regardless of how the school organizes terms.

Online Schools and Programs section— Equivalent Hours Considerations



- Online schools and programs are encouraged to work closely with their Authorizer to determine an appropriate equivalent teacher-pupil instruction and contact time per course
- Equivalency is meant to emulate the amount of teacher-pupil instruction and contact time a student would receive in a traditional classroom setting, if taking the same or similar course
 - **Calendar and bell schedule calculations for the authorizer's traditional schools should be considered for reference**
 - **The equivalence should be within 10% of the total scheduled instructional hours for the same or similar course offered in a traditional classroom setting (as evidenced by credit hours)**
- Courses with varying assigned credits earned may have different equivalencies

Online Schools and Programs section— Course Documentation (requirement)



The required online course documentation is specific to the determination of full- and part-time funding eligibility

- Can be contained within a singular document (such as course catalog, vendor course guidebook, student handbook, etc.) or a combination of documents.





Course Catalog/Documentation*

Should include:

- Course code
- Course title
- Assigned semester credit hours
- Equivalent teacher-pupil instruction and contact time, AND
- A description of the course content

*Pursuant to 1 CCR 301-71-8.02, “the determination of full-time or part-time status is based upon the minimum number of hours provided for a student to receive instruction. Minimum hours can be based on the number of hours per day (or week) required to earn an equivalent number of credits in a traditional classroom setting.” As such, information in the course documentation is necessary to ensure that a reasonable equivalent teacher-pupil instruction and contact time is being applied to each scheduled course in order to arrive at the appropriate funding level for each student.

At-Risk Count



- 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)

The Eligibility Process

Application or FEDS

- Student determined to be free, reduced-price, or paid lunch eligible based on household size and income or assistance program information

Direct Certification

- Student determined to be free lunch eligible based on participation in an approved assistance program

Categorical Eligibility

- Student determined to be free lunch eligible based on the individual student's foster, migrant, homeless, or runaway status

Family Economic Data Survey (FEDS) Form Template

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

[Insert District Name] 20XX-20XX Family Economic Data Survey

Apply online at [Insert Webpage]

Complete one survey per household. Please use a pen (not a pencil).

STEP 1 List all student's attending [Insert District Name] (if more spaces are required for additional names, attach another sheet of paper)

Student's First Name	MI	Student's Last Name	No Income	Birth Date					Grade	Foster Child	Head Start	Runaway	Homeless	Migrant
				M	M	D	D	Y						

Check all that apply. Read Federal Economic Data Survey Application Instructions for more information.

STEP 2 If household members (including you) currently participate in one of the following assistance programs: SNAP, TANF, or FDPIR list the case number below.

Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF/Colorado Works – Basic Cash Assistance or State Diversion), or Food Distribution Program on Indian Reservations (FDPIR). Provide case number and skip to Step 4.

SNAP Case Number	TANF Case Number	FDPIR Case Number
------------------	------------------	-------------------

STEP 3 Report income for ALL household members (Skip this step if you provided a case number in STEP 2)

A. Student Income

Please include the TOTAL income, if any, received by all students listed above.

Student Income	How Often?				
\$	Weekly	Bi-Weekly	2x Month	Monthly	Annually
	<input type="radio"/>				

B. All Other Household Members (including yourself)

List all other household members not listed in Step 1 (including yourself) even if they do not receive income. For each household member listed, if they do receive income, report TOTAL GROSS (BEFORE TAXES AND OTHER DEDUCTIONS) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying that there is no income to report.

Names of Other Household Members (First and Last)	Earnings from Work	How Often?					Public Assistance/Child Support/Alimony	How Often?					Pensions/Retirement/All Other Income	How Often?				
		Weekly	Bi-Weekly	2x Month	Monthly	Annually		Weekly	Bi-Weekly	2x Month	Monthly	Annually		Weekly	Bi-Weekly	2x Month	Monthly	Annually
	\$						\$						\$					
	\$						\$						\$					
	\$						\$						\$					
	\$						\$						\$					

Total Household Members (Students' and Adults)

STEP 4 Contact information and adult signature. Mail signed and completed application to: [Insert School/District Mailing Address]

"I certify (promise) that all information on this survey is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal, State, and/or Local Education Program funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose access to waivers of fees and the district/school may lose funding, and I may be prosecuted under applicable State and Federal laws."

Mailing Address or PO Box	Apt # or Lot #	City	CO	Zip Code	Email Address
Phone	SIGNATURE of Adult Household Member			Printed First and Last Name of Signer	Today's Date

STEP 5 Release of Information

The information provided on this survey will be used in conjunction with state educational programs and may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices to seek enrollment of children into the above programs. Also, if your students qualify this information may be shared with the school/district for the purpose of waiving certain school/district program fees that your child(ren) might otherwise be required to pay. The school/district is not permitted to share your information with anyone else. You are not required to consent to the release of your information; this will not affect your student(s)' eligibility for school meals. Your information WILL be shared unless you check one of the boxes below.

- Do NOT share my information with any programs
- Do not share my information with the programs I have checked: Medicaid/SCHIP List Specific Program List Specific Program List Specific Program List Specific Program



NEW: Healthy School Meals for All



- 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, FDPIR benefits or participating in Medicaid (i.e., directly certified) **OR** based on 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 Lunch Price 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



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 funding factor includes additional 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 about [ELPA](#), please visit:
http://www.cde.state.co.us/cde_english/elpa

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)

Additional Resources

Training and Office Hours Website

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

SCHOOL AUDITING OFFICE

Training and Office Hours



Office Hours and Live Audit Trainings

Where to Meet for Live Trainings
Meeting links will appear here when available
Join by phone: [1 929-341-4269](tel:1929-341-4269) TBD

Trainings provided by the School Auditing Office feature live, automated captioning provided by Microsoft Teams. If additional accommodations would be helpful to you in accessing School Auditing Office training materials, please contact audit@cde.state.co.us.

Upcoming Live Trainings and Office Hours in 2023



At-Risk Count Audit Overview July 20, 2023 (10:00 AM)
• [Download webinar presentation \(PDF\)](#)

Student October: What's New for 2023? July 26, 2023 (1:00 PM)

Student October: Online Schools and Programs July 27, 2023 (1:00 PM)

Student October: AECs August 1, 2023 (10:00 AM)

Transportation CDE-40 FY22/23 August 3, 2023 (10:00 AM)

Student October: BOCES August 8, 2023 (10:00 AM)

Student October Office Hours August 17, 2023 (10:00 AM)

CDE-40 Office Hours September 7, 2023 (1:00 PM)

ELL Count Overview September 12, 2023 (10:00 AM)

ELL Count and Student October Office Hours/Q&A September 19, 2023 (10:00 AM)

Duplicate Count Office Hours/Q&A November 2, 2023 (10:00 AM)

No registration required!

Pre-recorded General Trainings

Preparing for Audit

- [Download Presentation \(PDF\)](#)
- [View recording on Vimeo \(00:12:06\)](#)

Synclicity Training

- [Download Instructions \(PDF\)](#)
- [View recording on Adobe Connect \(00:11:12\)](#)

Preparing Audit Documentation for the Transportation CDE-40

- [View recording on Vimeo \(00:14:45\)](#)

Transportation CDE-40 Step-by-Step Video Series

- [View video series on CDE Transportation Funding website](#)

Duplicate Count Process Overview

- [View recording on Vimeo \(00:15:03\)](#)

School Auditing Office Trainings & Office Hours

These webinars and virtual office hours are led by School Auditing Office staff and focus on School Finance audit topics and documentation. **The Teams meeting link for each training is posted to the [School Auditing Office Training page](#) 15 minutes prior to the meeting start time** (www.cde.state.co.us/cdefinance/auditunit_trainings).

- ▶ **05/17/23 (Wed) 1:00 PM** [Blended Learning and Supplemental Online Course Variance Waivers \(FY23/24\)](#)
 - A review of the posted guidance for Blended Learning and Supplemental Online Courses, why a district might seek a variance waiver, and a description of the waiver process and requirements.
- ▶ **07/20/23 (Thu) 10:00 AM** [At-Risk Count Audit Overview](#)
 - A discussion of the At-Risk Count (Free & Reduced-Price Lunch) reporting and audit documentation requirements, as well as any updates for the 2023/2024 year.
- ▶ **07/26/23 (Wed) 1:00 PM** [Student October: What's New for 2023?](#)
 - A highlight of changes and updates to the 2023 Student October Count Audit Resource Guide, including legislative changes and clarification regarding general guidance. General information about the audit process and district total program funding will be included.
- ▶ **07/27/23 (Thu) 1:00 PM** [Student October: Online Schools and Programs](#)
 - Overview of the October Count funding and audit documentation requirements focused on Colorado **public online schools and programs**.
- ▶ **08/01/23 (Tue) 10:00 AM** [Student October: AECs](#)
 - Overview of the October Count funding and audit documentation requirements focused on **Alternative Education Campuses**.
- ▶ **08/03/23 (Thu) 10:00 AM** [Transportation CDE-40 \(FY22/23\)](#)
 - A discussion of the Transportation CDE-40 Claim Reimbursement calculation and supporting audit documentation.
 - We recommend watching the series of short videos on the called "[The Transportation CDE-40 Step by Step](#)", which provides instructions for completing a simple CDE-40 calculation, prior to attending this live webinar.
- ▶ **08/08/23 (Tue) 10:00 AM** [Student October: BOCES](#)
 - Overview of the October Count funding and audit documentation requirements tailored to **BOCES (Board of Cooperative Educational Services)** staff.
- ▶ **08/17/23 (Thu) 10:00 AM** [Student October Office Hours](#)
 - A follow-up to the 7/26-8/8 Student October webinars, for districts to bring questions about Student October Count and related audits.
- ▶ **09/07/23 (Thu) 1:00 PM** [CDE-40 Office Hours/Q&A](#)
 - A follow-up to the 8/3 webinar, for districts to bring questions about the Transportation CDE-40 claim process and audit documentation.

Office Hours

Office hours are informal discussions held using Teams, which are generally not recorded. The School Auditing Office may start with a short presentation on news or reminders, and then the remainder of the time is an open forum for discussion.

For 2023, many of our full webinars will be followed up by a dedicated office hours session a week or two later. The intention is that attendees at the full webinar, and those who watch the recording later, will have the opportunity to consider the information and how it relates to their district, so they can come to the office hours with specific questions on that topic to discuss. (Of course, any other audit-related questions are still welcome.)



Contact

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School Auditing Office Website

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

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Office of Blended and Online Learning Website

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Questions?