



# COLORADO DEPARTMENT OF EDUCATION

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**Robert K. Hammond**  
Commissioner of Education

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Deputy Commissioner

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Superintendents, BOCES and CSI Directors and Interested Parties,

The continued emphasis on accountability measures at both the state and federal level has led to a need to more clearly define when schools retain existing school codes and when new school codes are warranted. In order to bring consistency to the process of assigning school codes, the Colorado Department of Education (CDE) established a committee to sort through the issues surrounding the assignment of school codes. The committee was charged with the task of determining when school codes will be retained versus reassigned. After CDE staff developed draft policies/procedures, representatives from local education agencies (LEA's) were asked to review the CDE draft. These LEA representatives made several suggestions to help clarify the wording of the draft.

The end result is an updated document entitled Definition of a Colorado Public School. The Definition of a School document describes the process and requirements for receiving a new school code.

As in the past, those entities which are not assigned a school code will be considered programs and programs must be affiliated with one or more schools. The school or schools with which the programs are affiliated will be the school of accountability, at both the program, staff and student level. For example in the End of Year, Student October and December Human Resources collections, program students and staff, respectively, will be attributed to the school or schools with which the program is affiliated. Additionally, the program will continue to be a part of the school's performance framework. The school's plan type assignment will be based on the students in the program as well as the "traditional" school.

Colorado has also adopted a template to assist districts to determine, in general, if a new school code is acceptable when merging one or more schools. Since the US Department of Education requires a significant change in student population to reassign a code, documentation is required to request a new school code for merging schools. A new school code request for merging schools of similar grades with less than a 50% change in population will be denied. This template can be found at:  
<https://cdeapps.cde.state.co.us/BoundaryChangeCalculator.xls>

If you have further questions or need any technical assistance related to this process and policy, Please contact: Dennis St. Hilaire 303-866-6840 or [st.hilaire\\_d@cde.state.co.us](mailto:st.hilaire_d@cde.state.co.us)