

October Pupil Count Process

Online Task Force

September, 2014



COLORADO
Department of Education

Overview

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 (Section 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. Membership includes enrollment and attendance. While the submission should only include those students who meet the enrollment and attendance requirements as of the pupil enrollment count day, the actual submission process begins in September and closes mid-November.

Pupil Enrollment Count Day

The pupil enrollment count day is Oct. 1 of each year, unless that date falls on a Saturday, Sunday, or major religious holiday. All district students that meet the appropriate enrollment, attendance, and scheduling requirements on the pupil enrollment count day are eligible to be included in the Student October Count data submission for funding. Refer to the appropriate chart below to determine on what day the pupil enrollment count falls for your district.

Reference	1 CCR 301-39-1.10, 3.00; Section 22-54-103(10.5)(a), C.R.S.
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Count/Funding Eligibility

In order for a student to be eligible for funding in the Student October Count, the student must meet all enrollment, attendance, *and* scheduled hours criteria.

Enrollment

Students must be actively enrolled in a district as of the pupil enrollment count day and meet the following criteria in order to be considered for funding.

- Students must be under the age of 21 years as of the pupil enrollment count day.
 - Students who are receiving services under an Individual Education Plan (IEP) and reach the age of 21 during the semester of the pupil enrollment count day may be included in the funded student count.
- Student has not met graduation requirements of his/her district as of the pupil enrollment count day.
- A student who withdraws or transfers (out of district) prior to the pupil enrollment count day shall not be included in the Student October Count data submission.

Reference	Section 22-54-103(8.5); 1 CCR 301-39-1.07, 5.02, 5.03(2) and 5.05(2)(b)
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Attendance



In order for a student to be eligible to be included for funding, the student must also establish attendance with the district on or before the pupil enrollment count day. Attendance requirements necessary for funding eligibility include one of the following:

- Attending school for all or any portion of the pupil enrollment count day, *or*
- If the student is absent/does not attend on the pupil enrollment count day, then the student must have attended school at some time during the current school year prior to the pupil enrollment count day, and resume attendance within 30 calendar days following the pupil enrollment count day

Reference	Section 22-54-103(10)(a)(I), C.R.S.; 1 CCR 301-39-5.03
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Scheduled Hours

In addition to meeting the enrollment and attendance criteria, students must also meet scheduled hours criteria to be considered for funding. Funding is given on a full- or part-time basis. The amount of funding for which a student is eligible in the Student October Count is based on the amount of teacher-pupil instruction and teacher-pupil contact scheduled for each student as of the pupil enrollment count day.

- **Full-Time Funding:** A student is eligible for full-time funding if the student has a schedule as of the pupil enrollment count day which provides at least 360 hours of teacher-pupil instruction and teacher-pupil contact in the *semester of the pupil enrollment count day*.
- **Part-Time Funding:** A student is eligible for part-time funding if the student has a schedule as of the pupil enrollment count day which provides at least 90 hours, but less than 360 hours, of teacher-pupil instruction and teacher-pupil contact in the *semester of the pupil enrollment count day*.

Reference	Section 22-54-103(10)(e.5), C.R.S.; 1 CCR 301-39-1.08, 2.06, and 5.04 through 5.11
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Online and Blended Students

Online and Blended Students

Students participating in an online program are eligible for funding if they meet the necessary requirements, and if the program in which they are participating in has received confirmation from the Unit of Online Learning verifying the statutory definition of online learning is being met. Students must meet the following requirements in order to receive funding: Enrollment and Colorado resident, Participation & Attendance, and Scheduled Equivalent Hours.

- The Online Program must have a calendar that reasonably aligns with the beginning date of the school year of the Authorizer that operates it or has been approved for an alternative calendar by the Authorizer and the Department pursuant to 1 CCR 301-71-8.03.

Enrollment and Colorado Residency

An Online Program must verify and document student residency in the State of Colorado. Colorado residency is determined by the student and Parent or legal guardian currently residing within the State of Colorado boundaries, except for students of military families pursuant to 1CCR 301-71-8.06.5.

Reference	Section 22-30.7-105 and 107, C.R.S.; 1 CCR 301-71-1.0 through 10.0
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Participation and Attendance

Pursuant to Section 22-30.7-105(2)(a), C.R.S. and Section 22-54-103(8.5), C.R.S. and 22-54-103(10)(a)(I), C.R.S., an Online Program must be able to document active participation in an online sequential educational program and individual student attendance in the Online Program during the pupil enrollment count window. Documentation of active participation must include system logins that make evident each student taking part in course content in the online educational program via the internet. Logins must show that the student was online on the pupil enrollment count day or if the student is absent on the pupil enrollment count day, there must be a login prior to the pupil enrollment count day and within thirty calendar days following the pupil enrollment count day.

- Examples of valid documentation include (but are not limited to):
 - Student management system login including student name, date, time, and documentation that specifically addresses course content and student work;
 - Student management system login including student name, date, time, with a corresponding email documenting specific course content and student work; and
 - Student management system login including student name, date, time, with corresponding documentation of instant messaging, or web conferencing with specific course content and student work.
- Examples of invalid documentation include (but are not limited to):
 - Any student system login not including student name, date, time, or documentation that does not specifically address course content and student work;
 - An email that does not have documented corresponding system login information or does not include specific course content and student work;
 - Any documentation that cannot specifically verify individual student login, date, time, or course content and student work.
- The date of withdrawal must be as of the student’s last day of attendance.
- The attendance register should note if a student is absent or present on the date of withdrawal.

Reference	Section 22-30.7-105, C.R.S.; Section 22-54-103(8.5), C.R.S. and 22-54-103(10)(a)(I), C.R.S.; 1 CCR 301-71-1.0 through 10.0
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Scheduled Equivalent Hours

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.

- Full-time - schedule that provides for a minimum of 360 hours of instruction per semester
- Part-time - schedule that provides for a minimum of 90 hours of instruction per semester
- Student schedules should designate the number of hours per day (or week) required to earn an equivalent number of credits in a traditional classroom setting.
- If the program of study is self-paced or is a sequential-based class, this should be communicated to the auditor. In addition, a sample of the communication provided to the students regarding their scheduled courses should be provided to the auditor as well.

Additional Audit Documentation	Schedule showing equivalent time to complete class in a brick and mortar setting
Reference	Section 22-30.7-107, C.R.S.;22-54-103(10)(e.5) C.R.S.; 1 CCR 301-71-1.0 through 10.0; 1 CCR 301-39-5.04 through 5.11 and 8.02 through 8.05.



Emergency Rules for the Administration, Certification, and Oversight of Colorado Online Programs, 1-CCR 301-71, were passed by the State Board of Education in August 2014. Emergency Rule 8.02 indicates for the 2014-15 school year and thereafter, if an Authorizer wishes to accept forms of documentation other than those set forth in 8.01, the Authorizer must adopt policies tracking student enrollment, attendance, and participation as set forth in 3.02.9 and may document students' attendance and participation in educational activities in a manner the Authorizer deems appropriate to support student learning. Acceptable forms of documentation include, but need not be limited to, assessment, orientation, and induction activities, in-person educational instruction, and synchronous and asynchronous internet-based educational activities.

Authorizers wishing to accept alternative forms of documentation pursuant to this rule, must submit the approved form (located at: <http://www.cde.state.co.us/onlinelearning/resources>), signed and dated by the Chief Financial Officer and Superintendent, along with a copy of the board approved policies, to the Blended and Online Learning Office no later than **September 22, 2014**.

Blended Learning

Blended Definition

Online learning is instruction that is delivered either synchronously or asynchronously from a teacher to a student primarily through the use of the internet (Section 22-30.7-102, C.R.S.). Blended learning is a formal education program in which a student learns at least in part through online delivery of content and instruction with some element of student control over time, place, path, and/or pace *and* at least in part at a supervised brick-and-mortar location away from home. (Horn and Staker, 2012).

Given the evolution of blended learning, CDE is permitting flexibility in the Student October Count documentation of attendance and participation for students who attend a school where instruction is delivered in a combination of brick-and-mortar and online settings. These allowances are not meant to be additive; rather they are intended to allow districts and schools flexibility in instructional delivery models.

These documentation requirements may be applied to students who are enrolled in courses in which instruction is either partially or fully delivered from a teacher to a student through the use of the internet in a virtual or remote setting AND who are also required to attend a brick-and-mortar facility for student teacher contact. Students who attend more than 50% of their courses in a virtual or remote setting must be enrolled in an online school or program.

Additional Resources:

Link to [State Board Rules](#)