The purpose of this questionnaire is to collect relevant information helpful in conducting the district’s compliance audit related to the pupil count data submitted in the corresponding Student October Count data submission Snapshot.

* It is recommended that this questionnaire be completed annually by appropriate district staff prior to the close of the data submission window (usually on or about Nov. 10th) and kept with all corresponding audit documentation.
* In the event the questionnaire is not completed during the submission window, district staff will be asked to complete this questionnaire at the time of audit.
* For questions, please contact the School Auditing Office (audit@cde.state.co.us).

|  |  |
| --- | --- |
| Student October Count Year |  |
| District Number |  |
| District Name |  |
| District Contact Name |  |
| Date |  |

Questions

Pupil Count

Audit Questionnaire

School Auditing Office

General

* What Student Information System (SIS) does the district use?
* Are there any schools that do not use the district SIS? If so, which schools and what do they use instead?
* For the corresponding Student October Count data submission, did the district have any known data reporting issues (e.g. miscoding students, not coding students, not funding students, etc.)?
* Does the district conduct an internal review or audit of documentation to ensure compliance prior to submitting and accepting their Student October Count data snapshot? If so, please describe the process.

Calendar and Bell Schedule Questions

* Does the district have any schools or programs that follow a calendar different from the district calendar? If so, which ones (the district will need to be able to provide these calendars along with the bell schedules)?
* Does the district follow a four-day week calendar?
	+ If so, what days are required student contact days (M-Th or T-Fri)?
* If the district follows a five-day week calendar, are there any programs or schools within the district that follow a four or fewer day calendar? If so, which programs/schools and what days are required student contact days?
* Does the district have any district-wide shortened school days? If so, is this clearly indicated on the calendar and bell schedules?
* Do any schools or programs within the district have any shortened school days (that are different from all other district schools)? If so, is this clearly indicated on the calendar and bell schedules for that school/program?
* Did the district conduct its own bell schedule calculations for each secondary school in order to determine the number of classes needed in order to meet the minimum full- or part-time funding thresholds?
* Does the district include passing periods when conducting its bell schedule calculations?

Documentation

* When did the district generate individual student schedules for the audit from the SIS (e.g. at the time of the submission vs. at the time of audit)?
* When did the district generate attendance reports for the audit from the SIS (e.g. at the time of the submission vs. at the time of audit)?

Program Types

* Does the district have any of the following special district programs in which students might be reported at their ‘home’ school, but may not attend classes at that school location or follow the bell schedule for the rest of the school? If so, please circle all that apply.
	+ Alternative High School programs (including night school)
	+ HSED programs
	+ Credit Recovery program
	+ Transition student program
	+ Other (please describe)

*As a reminder: For each program, the district will need to provide a program calendar, bell schedule, program description including student expectations, and a roster or list of students participating in the program. In addition, if attendance is not taken in the SIS or the SIS schedules are not an accurate reflection of the course into which the student is scheduled as of the pupil enrollment count date, the district will need to be able to provide appropriate documentation supporting program student schedules and attendance.*

Student Types and Courses

* Does the district have any of the following student types or courses? If so, please indicate which apply.
	+ Homebound students
	+ Supplemental Online Courses
	+ Blended Online Courses
	+ Work study/internship Courses
* Does the district offer concurrent enrollment courses, area vocational program (AVP), or career and technical education (CTE) classes in which students are earning both high school and college credit? If so, where are students taking these courses?
	+ At the high school
	+ At the institution of higher education (IHE)
	+ At the high school **AND** the IHE
		- If both, how does the district identify which students are taking classes at the high school versus at the IHE?

Additional Information

* Is there any other information the School Auditing Office should know about? Does the district have any concerns related to the corresponding pupil count data submission and corresponding audit?