



COLORADO
Department of Education

Enrollment

2014-2015 Student October Count

Created by the Field Analyst Support Team (FAST)

Student October Count Funding

In order for a student to be eligible for funding in the Student October Count, the student must meet the following requirements:

1. Enrollment
2. Attendance
3. Scheduled Hours

This training will focus on the general definition of and requirements for funding eligibility as it relates to enrollment. This training does not include additional documentation requirements as they relate to special student types – please see the additional trainings for more information.

14-15 Pupil Enrollment Count Date

For Districts on a Monday – Friday Five-Day Week

Count Day: October 1

Eleven – Day Window: Sept. 24 – Oct. 8

For Districts on a Monday – Thursday Four-Day Week

Count Day: October 1

Eleven – Day Count Window: Sept. 23 – Oct. 9

For Districts on a Tuesday – Friday Four-Day Week

Count Day: October 1

Eleven – Day Count Window: Sept. 23 – Oct. 9

For Preschool Programs using the November 1 Count Day on a Monday – Thursday Four-Day Week

Count Day: November 3

Eleven – Day Count Window: Oct. 23 – Nov. 11

For Preschool Programs using the November 1 Count Day on a Tuesday – Friday Four-Day Week

Count Day: November 4

Eleven – Day Count Window: Oct. 24 – Nov. 12

Alternative Count Date

- Districts may request an alternative count date for a school/program.
- Requests must be submitted in writing to FAST by September 15th.
- Eligible programs:
 - A program designed to return dropout students for completion of the 12th grade
 - A program not in session 30 calendar day prior to the pupil enrollment count date or the alternative count date
- Alternative count date must be within 45 days of the pupil enrollment count date
- The alternative count will be conducted in the same manner as the pupil enrollment count date.
- In no case shall a student be counted on more than one count date.
- Students transferring to a school using an alternative count date, after the pupil enrollment count date, must have certification from the former Colorado district that the student was not included in their official pupil enrollment count date.

Funding Eligibility

Students must be actively enrolled in a district as of the pupil enrollment count date and meet the following criteria:

- Students must be under 21 years of age as of the pupil enrollment count date.
- Students shall not have received a high school diploma as of the pupil enrollment count date.
- Student has not met graduation requirements as of the pupil enrollment count date.
- A student who withdraws or transfers (out of district) prior the pupil enrollment count date shall not be included.

Audit Documentation

- **For each student, the district should be prepared to provide:**
 - An enrollment history showing enrollment and withdrawal dates for the applicable school year.
 - A copy of the district's requirements for graduation
 - Enrollment documentation completed on or before the pupil enrollment count date by the parent/guardian for the applicable school year
 - In the event that a student remains in a school/district and therefore does not have a new enrollment packet filled out each year, the enrollment history report will be sufficient

Hints

The District should either review or have each school review a list of all students being included in the submission to ensure that each student was actively enrolled as of the pupil enrollment count date.

- **Example:**

- Alpha lists:

- All students by grade
 - Enables schools to verify enrollment, attendance, and schedule
 - Enable schools to communicate any special situations to the business manager or staff person in charge of the pupil count submission.

Questions?

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Thank you!