COLORADO
Department of Education

Scheduled Hours

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 definition of and requirements for funding eligibility as it relates to scheduled hours. 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 Day

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

Funding Eligibility

- **Students must meet the scheduled hours criteria to be considered for funding. Funding is given on a full or part time basis and the amount of funding for which a student is eligible is based on the amount of student – teacher contact time scheduled for each student as of the pupil enrollment count day.**

  - **Full Time Funding**: 360 hours of student – teacher contact time in the semester of the pupil enrollment count day.

  - **Part Time Funding**: At least 90, and less than 360 hours of student – teacher contact time in the semester of the pupil enrollment count day.

What is a Semester?

- **A semester is equal to one half of the school year.**

  - This may or may not align with the ending of your district's first semester

  - Schedules for the first half of the year (first semester) must be provided for each secondary student.

  - If the halfway point falls later than the ending of your district's first semester, you may be asked to provide a schedule for the second semester, as well.

Types of Schedules

Type of Scheduling System	Schedules Required
▪ Semesters	▪ First Semester Schedule
▪ Trimesters	▪ First and Second Trimester Schedules
▪ Quarters	▪ First and Second Quarter Schedules
▪ Hexters	▪ First, Second, and Third Hexter Schedules
▪ Twelve "mini" Sessions	▪ First through Sixth Mini Session Schedules

What Can Be Included?

- **Can Include:**
    - Days students are excused to participate in state mandated testing.
    - A student receiving services under and IEP, but unable to benefit from a full-time program, shall be deemed to meet the requirements of full-time funding, however the IEP must state this.

- **Cannot Include:**
    - Actual time instruction is suspended for lunch period.
    - Optional attendance periods (advisory, enhancement, tutorial, etc.)
    - Students limited to a maximum of part time funding, such as preschoolers, kindergarteners, or home school students, cannot exceed such funding regardless of number of hours over the 90 hour minimum.

Alternative Schools/Programs

- **For alternative schools/programs where the student schedules do not contain detailed periods and courses, the district should be prepared to provide course descriptions and/or an explanation of the program/school details as appropriate**

- **If all students within an alternative school or program follow the same exact schedule, then a list of those students should be provided**

K-8 Schools

- **Districts should be prepared to provide individual student schedules for students in grades 6-8**

- **In the event that students in grades 6-8 do not have individual schedules, then a 'master' schedule by grade should be provided.**
  - This applies to schools in which all students in a given grade level have the same schedule and teachers all day

Passing Periods

Definition: The time between two classes or between a class and a lunch period.

- Passing period resolutions no longer required starting in 2010-2011.

- Passing periods between lunchtime and a class or between a class and a free period do not constitute a qualifying passing period.

Audit Documentation

- **District calendar**
- **Calendars for schools or programs that differ from the District calendar**
- **Bell schedule**
  - Make sure to include the bell schedule for any rotating block schedules, for grades that have differing bell schedules within one school, for any programs within a school that do not follow the normal bell schedule, and for any early release or late start days
- **Individual student schedules for all secondary students**
  - Need to be effective as of the pupil enrollment count day
  - Include classes scheduled for one half of the school year
  - If students do not have individual schedules then a master schedule by grade should be provided
- **Student Handbook**

Hints

- **In order to ensure that student schedules are effective as of the pupil enrollment count day, the district should generate electronic or printed copies of all secondary student schedules on the pupil enrollment count day.**

- **Schedules should be reviewed to ensure that they are complete and accurately reflect the classes that each student is enrolled and attending as of the count day.**

- **The district is welcome to submit calendars and bell schedules to FAST for review prior to the start of school for assistance in determining the number of minutes required for full or part time funding.**

Questions?

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Thank you!