



COLORADO
Department of Education

Student October Count Audit Webinar for 2015

Field Analyst Support Team (FAST)

June 2015

Overview

- This webinar is meant to augment the Student October Audit Resource Guide for 2015.
- The resource guide highlights changes and provide clarification of certain requirements for October Count.
- Districts should review the resource guide in its entirety.
- The FAST website provides additional resources.

Funding Eligibility

- Pupil Enrollment Count Date is October 1, 2015. The 11 day count period is September 24th through October 8th.
- To be eligible for funding, students must meet following criteria as of the Pupil Enrollment Count Date:
 - Membership
 - Enrollment
 - Attendance
 - Scheduled hours

Transfers

■ Within District

- Student withdraws from one district school prior to the pupil enrollment count date and enrolls in another district school after the pupil enrollment count date.
- Same membership and schedule requirements as all other students.
- Scheduled hours determined by the schedule the student had as of the pupil enrollment count date.

Transfers

- **Out of state transfers (other states and countries outside of Colorado)**
 - Student transfers into the district within the 11 day count period after Oct. 1 from another state or country.
 - Documentation evidencing pupil is new to the state.
 - Enrollment records, transcripts, attendance, etc. from prior state or country.

Transfers

- **Within state, out of district**

- Student transfers from another Colorado public school district.
 - Not private schools or home-schools
- Student transfers into the district within the 11 day count period after October 1.
- Documentation showing withdrawal from the other Colorado public school district.
- Documentation evidencing attendance in the current school year from the previous district.

Truancy

- Districts may choose to file truancy if a student is at risk of not meeting the attendance criteria.
- Legal action shall be filed no later than 10 school days after the pupil enrollment count date.
 - Legal action may be filed prior to the pupil enrollment count date
- Intent to file is not legal action.

Bell Schedule and Schedule

- **Passing periods**
- **Shortened days**
- **Scheduled Teacher-Pupil Instruction and Teacher-Pupil Contact vs. Off-Site classes.**
 - Examples- Concurrent enrollment taken at institute of higher education, work study, internships, etc.
 - Additional documentation may be required
- **Placeholder classes**
 - Example- period zero, alt. period, PM or night classes
 - Classes that fall out of the normal bell schedule: expectations required.

Concurrent Enrollment

- **Identify where students are taking classes (HS vs. IHE)**
- **On the high school campus**
 - Tuition documentation
 - Funding determined by teacher-pupil instruction and teacher-pupil contact time.
- **On IHE campus**
 - Tuition documentation
 - Concurrent enrollment cooperative agreement
 - Scheduled credit hours
 - Funding determined by credit hours (>12 hours=FT and >3 hours=PT)
 - Attendance for students exclusively enrolled in CE at IHE campus

5th Year and Beyond Students

For Concurrent Enrollment, non-ASCENT students:

- **Students cannot have met minimum graduation requirements.**
- **CE classes must apply towards graduation requirements to be included in funding eligibility.**
- **CE classes cannot exceed nine credit hours in the year with a maximum of six credit hours in semester for a full-time student and three credit hours for a part-time student.**
- **FAST will be requesting high school transcripts and district graduation requirements for 5th year and beyond students.**

Home-School Students

- Receiving education under nonpublic-home-based educational program.
 - Parent or guardian is taking primary responsibility for education.
- Students receiving **ONLY** home-school education are not eligible for funding.
- Home-school students **ALSO** receiving regular education services from a certified or licensed district teacher may be eligible for maximum part-time funding.

Home-School Students

- Designated Home Options Schools or Programs within a school should only have part-time home-school students.
- Home-school students are NOT eligible for full-time funding, regardless of combination of classes (for instance part-time CE and part-time high school) or amount of teacher-pupil instruction and pupil-teacher contact.
- Attendance is only valid on days of actual teacher-pupil contact.
- In the event that a district is assuming educational responsibility of a student who was previously a home-school only student, the district must be prepared to demonstrate that they have followed their district policy for evaluating, assessing, and placing the student accordingly into a district school or program and that the district has assumed the primary responsibility for the student's education.

Expelled/Home-Bound

- If a student is expelled or goes home-bound prior to the start of school, funding eligibility is determined by teacher-pupil instruction and teacher-pupil contact in the expelled or home-bound program in the current school year.
 - Time equivalency for credit
 - Student expectations
 - Evidence of participation dependent on modality of coursework.
 - Examples- in-person with a teacher, online with teacher instruction, online without teacher instruction, etc.

Retained Kindergarten Students

- **Kindergarten students are typically eligible for part-time funding unless:**
 - Kindergarten student retained for a second year by the district.
 - Documentation to support district, not parent, retention.
 - Kindergarten student has a disability and is receiving services under an IEP, but would be in a grade beyond kindergarten were it not for the disability.
 - Service delivery page of the IEP indicating student was receiving services that encompass the pupil enrollment count date.

Online Proof of Residency

- **New written “Statement of Residency” is on the FAST webpage and in the guide.**
 - This may be altered by the district, but all information must be included on the altered document.
 - See resource guide for requirements.
- **If other documentation is provided and the student’s last name does not match the guardian or parent last name, bridging documentation is required**
 - Examples - property tax receipt, rent receipt, utility bill.

Online Authorizer Assurance Form

- **All authorizers must adopt policies tracking student enrollment, attendance, and participation.**
 - Attendance documentation should include student name and date at minimum.
- **All authorizers must provide Assurance Form for 2015-2016 by September 10, 2015 to Office of Blended and Online Learning.**
 - Regardless of forms turned in for 2014-2015 school year
 - New assurances after 2015-2016 only required if policy changes
- **Authorizers may document students' attendance and participation in the manner deemed appropriate and as outlined on Assurance Form.**

Supplemental Online

- **On-site classroom setting**
 - Taken in classroom under direction of a teacher and attendance required.
 - Counted as scheduled teacher-pupil instruction and teacher-pupil contact
- **Off-site through an approved online school or program**
 - Documentation associated with online courses, including equivalency and documentation to evidence participation based on the authorizer Assurance form.

Supplemental Online

- **Off-site not through an approved online school or program but includes teacher-student interaction**
 - Description of the teacher-student interaction, which includes clear expectations for teacher and students to meet equivalent instructional hours.
 - Documentation associated with online courses, including equivalency and evidence of participation. This includes instances where student instruction is under the direction of a teacher.
 - Teacher must be actively involved in the education of the student, not simply monitoring the course and assigning a grade
- **Off-site not through an approved online school or program without teacher-student interaction**
 - Course treated as independent study and only the amount of time spent with an actual teacher can be included in the calculation of minutes.
 - Includes scenarios where district personnel are assigned to the course but are only monitoring the students' progress and assigning a grade.

Work Study

- **District or school must define the total work hours required to earn the equivalent amount of credit as evidenced by the bell schedule for a regular brick and mortar class.**
 - This should be evidenced on a work study contract or other documentation.
 - Time allowed for work study is not based on an hour for hour translation.
 - Example - Student is expected to work 100 hours for 0.5 credit hours, which is equivalent to one class. If student is scheduled for two work study classes the district expectation would be to work for 200 hours for 1.0 credit hours.
- **District should be prepared to provided documented work hours for each student.**
- **District should be prepared to provided student transcript.**
- **See examples in the Resource Guide.**

At-Risk Count

- Districts must have documentation dated on or before the pupil enrollment count date evidencing free lunch eligibility.
- Carryover provision can be extended through variance waivers.
- CEP and Provision 2 districts/schools must retain base year documentation for up to 8 years.
- Case numbers for TANF State Diversion or Basic Cash Assistance benefits can be provided for free lunch eligibility.
- Transfer of lunch eligibility status between districts is allowable.
- Updated Family Economic Data Survey form.

October Count 101 Training

- **Regional in-person trainings that will provide an overview of the pupil count audit process.**
- **Geared towards districts with staff new to the pupil count audit process or those looking for help in preparing for pupil count audits.**
- **Dates and Locations:**
 - Training 1: August 25, 2015- La Junta, CO
 - Training 2: August 26, 2015- Alamosa, CO
 - Training 3: Sept. 1, 2015- Ft. Morgan, CO
 - Training 4: Sept. 3, 2015- Glenwood Springs, CO
 - Training 5: Sept. 10, 2015- Aurora, CO

Looking Ahead

- **Updated At-Risk Count Resource Guide**
- **At-Risk Count Webinars**
- **Updated Transportation Resource Guide**
- **CDE-40 Transportation Webinars**
 - Submission Process
 - Audit Process

Resource Guide

- Located at:

<http://www.cde.state.co.us/cdefinance/2015studentoctobercountresourceguide>

- Appendix

- Audit checklist
- Acronyms
- Calendar and bell schedule calculations
- Optional sample forms and required forms

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