

Welcome to Student October -- What's New for 2021/2022

Agenda Summary

- Introduction & Key Dates
- At-Risk Count Update
- English Language Learner Count
- Remote Learning
- 2021 Student October Count Audit Resource Guide
- Online Signatures

The webinar will begin 2 minutes after the hour

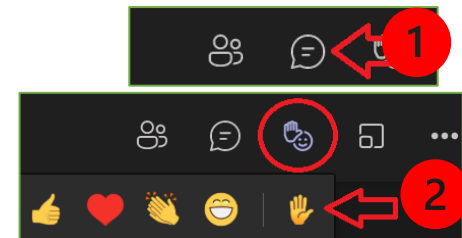
PPT and other resources are available for download:
https://www.cde.state.co.us/cdefinance/auditunit_trainings

Using Teams

- Participants are muted; to ask a question, either:

1. Ask in the chat:

2. Raise your hand to be unmuted:



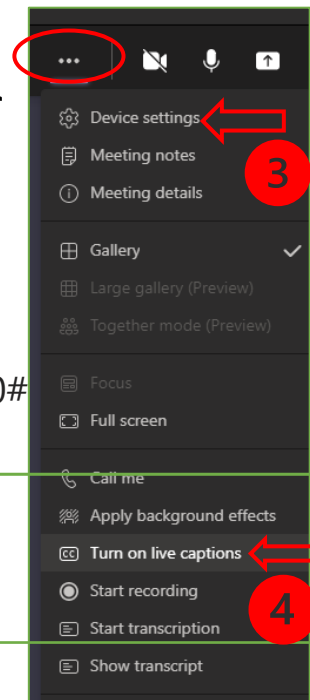
- If you have trouble with your audio:

3. Check your device settings:

○ If needed, call in by phone:

[+1 929-341-4269](tel:+19293414269),,200009440#

Phone Conference ID: 200 009 440#



- 4. Automated live captioning is available:

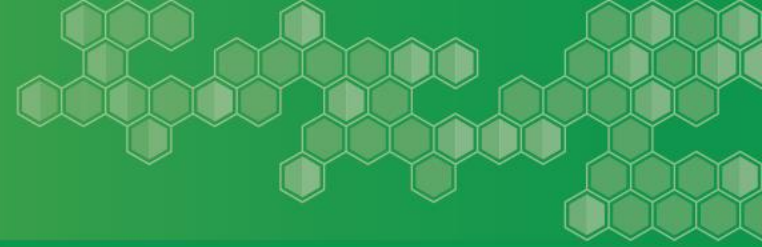


COLORADO
Department of Education

Student October—What's New for 2021/2022

School Auditing Office

Date: **08/03/21**



- Introduction & Key Dates
- At-Risk Count Update
- English Language Learner Count
- Remote Learning
- 2021 Student October Count Audit Resource Guide
- Online Signature Guidance
 - Affidavit of Residency (Online Students and 100% Remote Learners)
 - Family Economic Data Survey (FEDS) form
- Questions
- Contact Information

Introduction & Key Dates



The School Finance Unit at CDE:

- Calculates the “Total Program” funding based on district-reported data included in the yearly Student October Count data submission
- Calculates the Transportation reimbursement based on the CDE-40 data submitted yearly in September

Within School Finance, the School Auditing Office:


- Conducts compliance audits verifying that the data reported by districts in those data collections was accurate
- Provides technical guidance and support to districts throughout the year



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

[Home](#)

School Auditing Office Overview



School Auditing Office

About Us

This office performs compliance audits as required by the Public School Finance and Public School Transportation rules and law. The office provides technical guidance and support throughout the pupil count and transportation data submissions to assist districts prior to finalizing submissions. The School Auditing Office is part of the School Finance Unit within the School Finance and Operations Division.

Useful Documents

[School Finance Division Home](#)
[School Auditing Office](#)
[At-Risk Count](#)
[English Language Learner Count](#)
[Pupil Count](#)
[Transportation](#)
[Training and Office Hours](#)
[Contact Us](#)
[Capital Construction](#)
[Grants Fiscal](#)
[School Nutrition \(OSN\)](#)
[School Transportation](#)
[About Us](#)
[Contact Us](#)

Student October Count Day 2021

The 2021 pupil enrollment count date will be:

Friday, October 1, 2021

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- The 11-day count period includes the 5 student contact days before the pupil enrollment count date, the pupil enrollment count date, and the 5 student contact days following the pupil enrollment count date (based on the district or school adopted calendar).
- The alternative preschool count date will be **Monday, November 1, 2021** (for districts who elect to use it).



If:

The pupil enrollment count date (10/1) does not fall on a scheduled student contact day ...

Then:

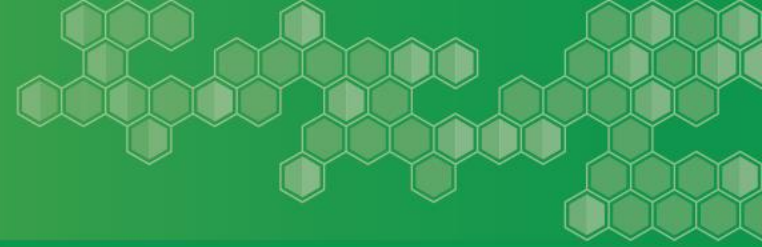
The district or school can keep the official count date (and all students will be treated as absent), or the district or school can request an alternative count date.

During the duplicate count process, districts and schools using the official pupil enrollment count date (10/1) take precedence over districts using an alternative count date.



- Trainings
 - School Auditing Office
 - http://www.cde.state.co.us/cdefinance/auditunit_trainings
 - Data Services
 - <http://www.cde.state.co.us/datapipeline/20192020stuocttrainingschedule>
 - Nutrition
 - <https://www.cde.state.co.us/nutrition/nutritrainings>
- Requests for Alternative Count Dates
 - Deadline: **September 15**
 - Submit requests to Kate Bartlett, Executive Director of School District Operations (bartlett_k@cde.state.co.us)
- Requests for At-Risk Variance Waivers
 - Deadline: **September 15**
 - Submit requests to Jennifer Okes, Chief Operating Officer (okes_j@cde.state.co.us)

At-Risk Count Update



- Starting with the 2021/2022 school year, the at-risk count will include both free and reduced-price lunch eligible students.
 - Previously, the at-risk count did not include reduced-price lunch eligible students.
- There is no reporting change in the Student October Count data submission.
- Districts will be expected to retain documentation supporting lunch eligibility status for any student reported as free or reduced-price lunch eligible in Student October.
 - At-risk audits that include FY2021/2022 (or later years) will include a sample of both free and reduced-price lunch eligible students.



- Districts and schools electing to participate in the Seamless Summer Option will still need to have documentation to support students who are reported as free or reduced-price lunch eligible in Student October.
- Just because students get to eat for free does not mean they get to be reported as free lunch eligible.



At-Risk Count Webpage

- <http://www.cde.state.co.us/cdefinance/auditunit atrisk freeandeducated>

At-Risk Count Audit Overview and Training for 2021-22

- Thursday, August 5th at 1pm
- <http://www.cde.state.co.us/cdefinance/auditunit trainings>



Upcoming At-Risk Count Webinars

Some forms recommended by the School Auditing Office may contain personally identifiable information of students and districts should take additional precautions. Local education agencies must use secure means when sending Personally Identifiable Information (PII) to CDE. If transferring PII between districts, schools, or with other parties, CDE strongly recommends that you send PII via a secure method. For example, an encrypted email, a secure file sharing tool like Syncplicity, or including the PII in a password protected document. If you have questions, contact CDE's Data Privacy Office at dataprivacy@cde.state.co.us.

Resource Guides

2021-2022

- [At-Risk Count Audit Resource Guide for 2021 \(UPDATED 7/26/2021\) \(PDF\)](#)
- [USDA Summer Lunch Program Extension Guidance \(UPDATED 7/1/2021\) \(PDF\)](#)

Prior Audit Resource Guides

Prior versions of the Audit Resource Guide can be found by clicking [here](#).

Audit Documentation

- [At-Risk Count Audit Questionnaire \(DOC\)](#)
- [At-Risk Count Documentation Quick Reference \(DOC\)](#)
- [Online Signature Guidance \(NEW 06/03/21\) \(PDF\)](#)

Supplemental Resources

- [At-Risk Data Validation Best Practices \(PDF\)](#)
- [Family Economic Data Survey for 2021-2022 - English \(.docx\)](#)
- [Family Economic Data Survey for 2021-2022 - Spanish \(.docx\)](#)
- [Family Economic Data Survey Instructions 2021-2022 - English \(.docx\)](#)
- [Family Economic Data Survey Instructions 2021-2022 - Spanish \(.docx\)](#)
- [Family Economic Data Survey Family Friendly 2021-2022 Instructions - English \(.docx\)](#)
- [Family Economic Data Survey Family Friendly 2021-2022 Instructions - Spanish \(.docx\)](#)
- [2021-2022 FEDS Determining Official Processing Instructions \(PDF\)](#)

Please contact Rebecca McRee (mcree_r@cde.state.co.us) if an alternate version of any of these documents is needed.

Trainings

[Click here to view the School Auditing Office's upcoming trainings and recorded webinar trainings \(link\)](#)

Internal CDE Resources

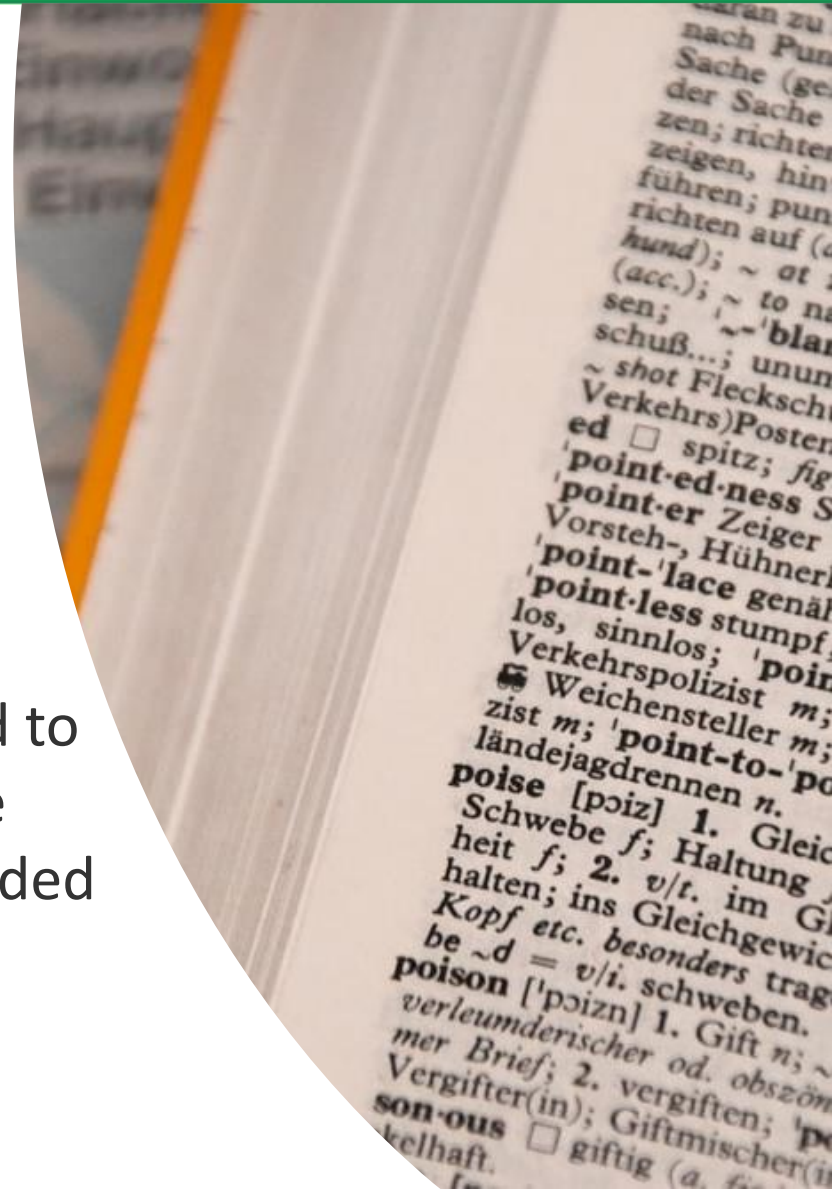
- [Office of School Nutrition](#)

NEW English Language Learner Count



As provided for under SB21-268 and beginning with fiscal year 2021-2022, there is a new English Language Learner funding factor that will be included in the calculated total program funding for each district.

This new funding factor will include additional funding to districts related to the total number of English language learners included in the district's funded pupil count for the current year.





Student October Count data will be used to determine which students are included in the district's English language learner count. Students meeting the following criteria will be included in the district's ELL count:

- Grade level: Kindergarten through 12th grade
- Public School Finance Funding Status (i.e., funding code): 80, 82, 85, 91, 92, 94, 95
- Language Proficiency: 1 NEP (Non-English Proficient); 2 LEP (Limited English Proficient)

In addition to the above listed criteria, students must still be within the five-year services window defined in English Language Proficiency Act (ELPA).



Please note that the English Language Learner count/funding factor is separate from the categorical funding districts received under the English Language Proficiency Act (ELPA).

For more information about ELPA, please visit:
http://www.cde.state.co.us/cde_english/elpa



- The School Auditing Office will be incorporating a review of documentation to validate the district's English Language Learner (ELL) count, specifically the district's determination of language proficiency for students reported as Non-English Proficient (NEP) and Limited English Proficient (LEP).
- As with other programs included in the audit review, the ELL count review will include a review of documents for a random sample of the students in the count.

During an audit, for each student included on the English Language Learner Count sample list, the district must provide evidence of ELL eligibility.

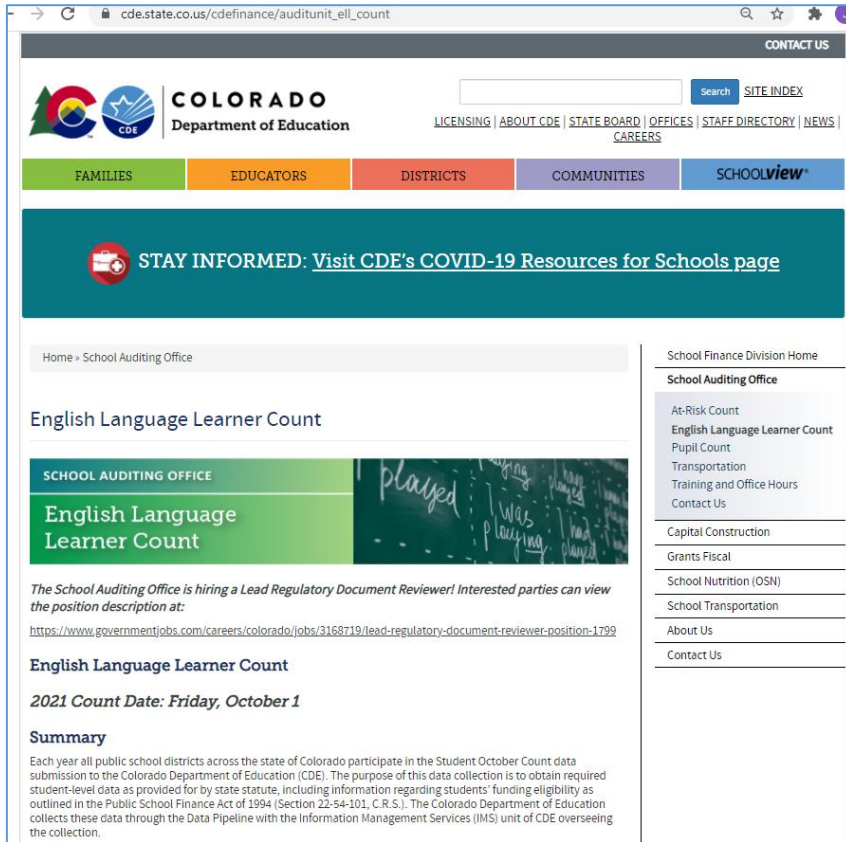
Language Proficiency:

- 1 NEP: Non-English Proficient
- 2 LEP: Limited English Proficient

Acceptable documentation to support a student's ELL Factor eligibility includes, but may not be limited to:

- Parent notification letter
- WIDA ACCESS for ELLs
- A body of evidence demonstrating English Language Learner status

Resources and Training



The screenshot shows the CDE website with the URL [cde.state.co.us/cdefinance/auditunit_ell_count](http://www.cde.state.co.us/cdefinance/auditunit_ell_count). The page features the CDE logo and navigation links. A prominent banner reads "STAY INFORMED: Visit CDE's COVID-19 Resources for Schools page". Below this, the "English Language Learner Count" section is highlighted. A sidebar on the right lists various counts and services, including "At-Risk Count", "English Language Learner Count", "Pupil Count", "Transportation", "Training and Office Hours", "Contact Us", "Capital Construction", "Grants Fiscal", "School Nutrition (OSN)", "School Transportation", "About Us", and "Contact Us". The main content area includes a job posting for a "Lead Regulatory Document Reviewer" and a "Summary" section for the "2021 Count Date: Friday, October 1".

• English Language Learner Count Webpage:

- http://www.cde.state.co.us/cdefinance/auditunit_ell_count

• Introduction to the ELL Count Audit:

- Monday, September 13th at 2pm
- http://www.cde.state.co.us/cdefinance/auditunit_trainings

Remote Learning Options

Posted guidance can be found at:

http://www.cde.state.co.us/cdefinance/auditunit_pupilcount

Remote Learning Options

2021-2022

Related to COVID-19 Health Concerns

- [100% Remote Learning Option \(K-12\) for the 2021-2022 School Year as a Result of COVID-19 Health Concerns \(PDF\)](#)
 - [Assurances for the 100% Remote Learning Option \(K-12\) \(link\)](#)
 - [FAQ for the 100% Remote Learning Option \(K-12\) \(PDF\)](#)
 - [Remote Learning Options for State-Funded Preschool for 2021-2022](#)
- [Temporary Remote Learning Options \(K-12\) for the 2021-2022 School Year as a Result of COVID-19 Health Concerns \(PDF\)](#)

Not Related to COVID-19 Health Concerns

- [Blended Learning Course Guidance \(UPDATED 06/15/21\)](#)
- [Supplemental Online Course Guidance \(UPDATED 06/15/21\)](#)
- [Blended Learning and Supplemental Online Course Variance Request Process \(PDF\)](#)
- [Emergency School Closures--Remote Learning Option Guidance](#)

2021 Student October Count Audit Resource Guide

Student October Count Audit Resource Guide

http://www.cde.state.co.us/cdefinance/2021_student_october_count_resource_guide

All “arrows” (►) indicate changes that are effective July 1, 2021 (FY 2021-22)



COLORADO
Department of Education

2021 Student October Count Audit Resource Guide Fiscal Year 2021-2022

For use during the Student October Count Data submission and subsequent audit

Submitted to:

Colorado Public School Districts, Charter Schools, Charter School Collaboratives, Charter School Networks, The Charter School Institute (CSI) and Colorado Boards of Cooperative Educational Services (BOCES)

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Supervisor
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Auditor

Effective July 1, 2021

See the “100% Remote Learning Option (K-12) for the 2021-2022 School Year as a Result of COVID-19 Health Concerns” document for specific information related to remote learning implemented due to public health and safety measures as a result of the COVID-19 pandemic.

This Guide is to be read as a whole, in context, and CDE gives effect to every word of the document. In auditing, CDE is bound to give consistent, harmonious, and sensible effect to all of the parts of the Guide. The Guide is interpreted as harmonized and not read or interpreted as creating a conflict. Individual sections of the Guide provide additional information and definition for specific student types, courses, schools, and program types. These individual sections are not meant to stand alone or to contradict or supersede the general funding requirements of the Guide.

201 E. Colfax Ave., Denver, CO 80203; 303-866-6600; www.cde.state.co.us

Colorado Revised Statutes, www.lexisnexis.com/hottopics/colorado/
Code of Colorado Regulations, www.sos.state.co.us/CCR/Welcome.do



Table of Contents & Summary of Changes



Student October Count Audit Resource Guide

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Student October Count Audit Resource Guide
► Summary of Changes for Fiscal Year 2021-2022

► Summary of Changes for Fiscal Year 2021-2022

- Dates, cover page and Table of Contents page all updated. Adjustments were made to formatting and inconsequential edits to word choice
- All "arrows" indicating changes made for audit consideration relative to data submitted during the 2020 Student October Count data submission have been removed. All new "arrows" (►) indicate changes that are effective July 1, 2021 (FY 2021-22)
- Updated Alternative Count Date guidance to reflect changes to statute language
- Increased passing period from 7 to 10 minutes on page 13
- Added language to the sections concerning postsecondary education (ASCENT, Concurrent Enrollment, Dropout Recovery, Early Colleges, and P-TECH) clarifying that courses offered through an IHE which begin and end prior to or following the pupil enrollment count date may be counted for funding purposes if they meet certain requirements
- Modified the Blended Learning section to incorporate new guidance
- Modified the Concurrent Enrollment section to clarify that courses offered through an IHE but attended on-site at the high school may be evaluated based on credit hours
- Clarified instructions for districts who do not receive a completed AUD-101 form
- Modified the Detention Center section to remove Spring Creek Youth Services Center from the Detention Centers list; replaced with Zebulon Pike Youth Services Center and updated the associated district. Updated facility name from Adams Youth Services Center to Prairie Vista Youth Services Center (school code and associated district were unchanged)
- Modified the Early College section to clarify that courses offered through an IHE but attended on-site at the high school may be evaluated based on credit hours
- Expelled section was clarified; no new information was added
- Home-bound section was clarified; no new information was added
- Clarified language concerning home-school students receiving services from multiple districts
- Clarified coding requirements for home-school students participating in ILOP courses
- Independent Study language was clarified throughout
- Online Schools section updated to point to 100% remote guidance document
- Online Schools section updated to clarify that attendance must include participation in an activity described in the Authorizer Assurances document
- Modified the P-TECH section to clarify that courses offered through an IHE but attended on-site at the high school may be evaluated based on credit hours
- Modified the Supplemental Online section to incorporate new guidance
- Clarified audit documentation requirements for within-state and out-of-state transfers
- Clarified requirements for transition students taking postsecondary courses
- Removed Sampling Process appendix
- Removed acronyms appendix
- Appendix C was updated to remove references to outdated data submission codes for Independent Study courses and full-time kindergarten students
- Additional Duplicate Count scenario was added

July 1, 2021

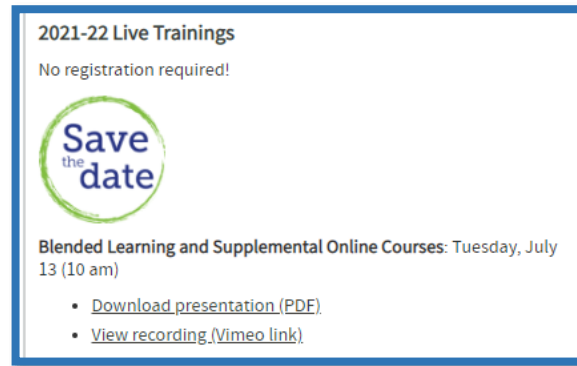
This Guide is to be read as a whole

Page 103



Blended Learning and Supplemental Online Courses

- There is **new** guidance for these course types starting with the 2021-22 school year.
- Please read both sections carefully and listen to the recorded training that is posted to the Training and Office Hours webpage:
http://www.cde.state.co.us/cdefinance/auditunit_trainings



- The Variance Waiver process includes 2 steps. The deadline to submit an Initial Variance Waiver Request (step 1) to the posted guidance is **August 31, 2021**. The final Formal Variance Waiver Request (step 2) is due **December 17, 2021**.

Alternative Pupil Enrollment Count Date

Updated Alternative Count Date guidance to reflect changes to statute

- The requested alternative count date cannot be more than 45 school days after the first school day of the applicable school year.

Passing Periods

Increased allowable passing periods from 7 to 10 minutes for the 2021/2022 school year only (on page 13). Passing periods greater than 10 minutes and included in total instructional hours must be accompanied with an explanation as to why more than 10 minutes would not constitute a break.

Post-Secondary Course Start and End Dates

If postsecondary courses ***start and end within the semester of the pupil enrollment count date***, they may be included for funding as long as the courses were part of the student's schedule as of the pupil enrollment count date, and all funding requirements have been met.

This includes postsecondary courses that finish before the pupil enrollment count date or start after the pupil enrollment count date.

Affects the following sections:

- ASCENT
- Concurrent Enrollment
- Dropout Recovery
- Early Colleges
- P-TECH

Detention Centers

- Clarified instructions for processing the AUD-101 form, including for districts who do not receive a completed AUD-101 form
- Modified the Detention Center section to remove Spring Creek Youth Services Center from the Detention Centers list; replaced with Zebulon Pike Youth Services Center and updated the associated district.
- Updated facility name from Adams Youth Services Center to Prairie Vista Youth Services Center (school code and associated district were unchanged)

Post-Secondary Courses Offered at the High School

Added language clarifying that courses offered through an IHE but attended on-site at the high school may be evaluated based on credit hours.

Affects the following sections:

- Early Colleges
- P-TECH

Other related sections (ASCENT, Concurrent Enrollment, etc.) already included this language.

Expelled Students

- Expelled section was clarified; no new information was added.

Home-Bound Students

- Home-bound section was clarified; no new information was added.

Home-School Students

- Clarified language concerning home-school students receiving services from multiple districts
 - If a home school student is receiving services from multiple districts, only one district can submit the student for funding (assuming documentation supports at least part-time funding).
- Clarified coding requirements for home-school students participating in ILOP courses

► Note: Home-school students participating in an ILOP program are eligible for a maximum of part-time funding. These students should be reported with an ILOP code of 1, a funding code of 85, and a home-based education flag value of 1.

Independent Study Courses (off-site)

- Independent Study language was clarified throughout.

For purposes of this section, independent study courses refer to those courses in which some or all of the course is being completed off-site, independently by the student. Typically, the portion of the course completed off-site does not include instruction—either [synchronous or asynchronous](#). As such, only the time of actual teacher-pupil instruction and contact can be included when determining funding eligibility.



Online Schools and Programs

- Online Schools and Programs section updated to clarify that attendance must include participation in an activity described in the Authorizer Assurances document.

In order to meet the attendance requirement for funding, online students:

- ► Must participate in one of the activities described on the Authorizer Assurances on the pupil enrollment count date,
or:
- ► If the student does not participate in one of the activities described on the Authorizer Assurances for any reason on the pupil enrollment count date (including non-student contact days), then the student:
 - Must establish participation prior to the pupil enrollment count date during the current school year,
and:
 - Resume participation within 30 days following the pupil enrollment count date.

For audit purposes, all documentation provided to evidence student attendance and participation must have been included in the submitted Authorizer Assurances to be considered.



Transfer Enrollment Exceptions

- Clarified audit documentation requirements for within-state and out-of-state transfers

- ► If all of the above conditions are met, the receiving district will need to contact the sending district to obtain documentation demonstrating the student established attendance at the sending district during the current school year.

- ► The district must provide documentation demonstrating that the student moved to Colorado from another state or country during the current school year.

Duplicate Count

- Additional Duplicate Count scenario was added.

► Students Enrolled Part-Time at Two Brick-and-Mortar Schools (with neither reporting the student as home-school or online)

If a student is reported for part-time funding at multiple districts, a review of documentation will be conducted to confirm one of the districts has taken on the primary responsibility to educate the student (i.e., the student cannot be considered home-schooled).

Online Signature Guidance



- In June, the School Auditing Posted Online Signature Guidance specific to the following documents:
 - **Affidavit of Residency** (for students enrolled in approved or recognized Online Schools and Programs, and those participating in a 100% Remote Learning Option as a Result of COVID-19 Health Concerns during the 2021-22 school year)
 - **Family Economic Data Survey (FEDS) form**
- Guidance can be found here:
http://www.cde.state.co.us/cdefinance/school_auditing_online_signatures
- Please contact audit@cde.state.co.us with any questions.

Questions?

Please type your question into the chat box or raise your hand to be unmuted.
(You only need to click “raise hand” once.)

Contact:

School Auditing Office

Email: audit@cde.state.co.us

Website: <http://www.cde.state.co.us/cdefinance/auditunit>

Rebecca McRee, Audit Supervisor

Email: mcree_r@cde.state.co.us