

# Welcome to the 100% Remote Learning Option (K-12) for Brick-and-Mortar Schools for 2021/2022 Webinar

## Agenda Summary

- Resources, Disclaimer, Purpose
- Considerations
- Student October Count Coding
- Assurances
- Audit Documentation Requirements

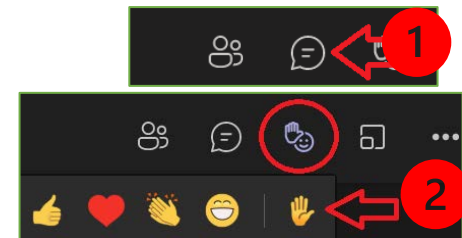
The webinar will begin 2 minutes after the hour

PPT and other resources are available for download:  
[https://www.cde.state.co.us/cdefinance/auditunit\\_trainings](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:

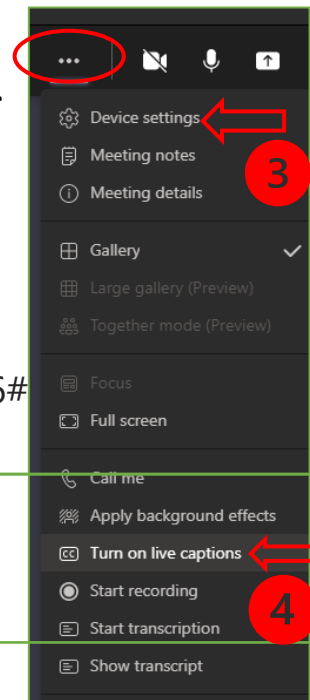


- If you have trouble with your audio:

3. Check your device settings:
  - If needed, call in by phone:

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

Phone Conference ID: 187 149 566#



4. Automated live captioning is available:



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**COLORADO**  
Department of Education

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**100% Remote Learning Option (K-12)  
for the 2021-2022 School Year as a Result of  
COVID-19 Health Concerns**

School Auditing Office

Date: **07/15/2021**

# Agenda



1. Resources
2. Disclaimer and Purpose of Guidance
3. Considerations
4. Student October Count Coding
5. Assurances
6. Audit Documentation Requirements
7. Questions/Comments

*This training does not address Blended Learning and Supplemental Online course offerings.*

# Resources


# School Auditing Office: Pupil Count Webpage

[http://www.cde.state.co.us/cdefinance/auditunit\\_pupilcount](http://www.cde.state.co.us/cdefinance/auditunit_pupilcount)

## Pupil Count

SCHOOL AUDITING OFFICE

# Pupil Count




**2021 Count Date: Friday, October 1**

### Summary

Each year all public school districts and facilities across the state of Colorado participate in the Student October Count data submission to the Colorado Department of Education (CDE). The purpose of this data collection is to obtain required student level data as provided for by state statute, including information regarding students' funding eligibility as outlined in the Public School Finance Act of 1994, as amended (22-54-101, C.R.S.). The Colorado Department of Education collects these data through the Data Pipeline system with the Information Management Services (IMS) unit of CDE overseeing the collection.

The Student October Count is based on a one (1) day membership count in which districts are asked to report all students who are actively enrolled and attending classes through their district on that date. While the submission should only include those students who meet the membership and scheduling requirements as of the pupil enrollment count day, the actual submission process begins in September and closes mid-November. Districts should refer to the Student October Count data submission documentation distributed by the IMS unit at CDE for further information regarding the actual submission process and data element definitions.



**Upcoming Student October Count Webinars**

### Resource Guides

**2021-2022**

[Student October Count Audit Resource Guide 2021 UPDATED 07/1/2021 \(PDF\)](#)

**Prior Audit Resource Guides**

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

### 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](#)

[At-Risk Count](#)  
[English Language Learner Count](#)  
[Pupil Count](#)  
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## 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 \(PDF\)](#)

# Disclaimer and Purpose of Guidance

## Disclaimer Regarding the 100% Remote Learning Option (K-12)

- Districts and schools are not required to offer a 100% remote learning option to students enrolled at traditional, brick-and-mortar schools as a result of COVID-19 health concerns.
- If a district or school chooses to offer a 100% remote learning option to families as a response to these concerns, it may do so for the 2021-22 school year as described in this document.
- The decision to participate in a district or school's 100% remote learning option rests with a student's family.  
*However, the district or school may further define how families choosing to participate will demonstrate that the decision was a result of COVID-19 health concerns.*



# Purpose of the 100% Remote Learning Option (K-12)

- CDE has finalized guidance that allows districts and schools the ability to provide a **100% remote learning option** to brick-and-mortar students in grades K-12 during the 2021-2022 school year **in direct response to public health and safety concerns associated with the COVID-19 pandemic.**
- This flexibility allows districts to:  
Create and implement a 100% remote learning option (not through an existing CDE-approved or recognized online school or program,  
**AND/OR**  
Provide a 100% remote learning option by using an existing district CDE-approved or recognized online school or program.



## Purpose of the 100% Remote Learning Option (K-12)

The intent of this guidance is to provide flexibility.

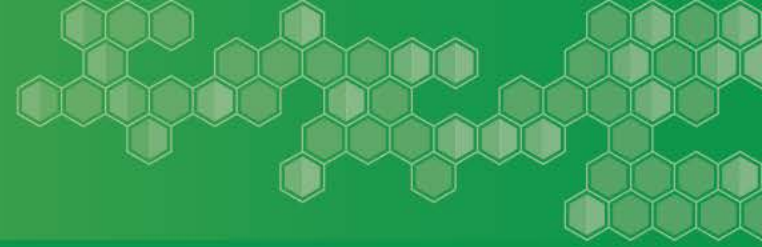
- Minimum expectations for the 100% remote learning option for 2021-2022 are greater than what was expected during the 2020-2021 school year.
- Districts will be expected to complete and submit Assurances (Instructional, Pupil Count Audit, and Data Reporting) confirming their understanding and implementation of the minimum requirements outlined in the guidance.

*Note: 2021-2022 is likely the last year CDE will offer these types of flexibilities in response to COVID-19.*

# Purpose of the 100% Remote Learning Option (K-12) Guidance Document

The purpose of the “[100% Remote Learning Options \(K-12\) for the 2021-2022 School Year as a Result of COVID-19 Health Concerns](#)” guidance is to outline **requirements** for continuing or implementing, *as a result of COVID-19 health concerns*, a 100% remote learning option for K-12 students enrolled at a traditional, brick-and-mortar school during the 2021-22 school year.

# Considerations



Students enrolled in a brick-and-mortar school but participating in the district's 100% remote learning option as a result of COVID-19 health concerns may **continue to be enrolled in the brick-and-mortar school.**

- The accountability for the student's learning will remain with the brick-and-mortar school.






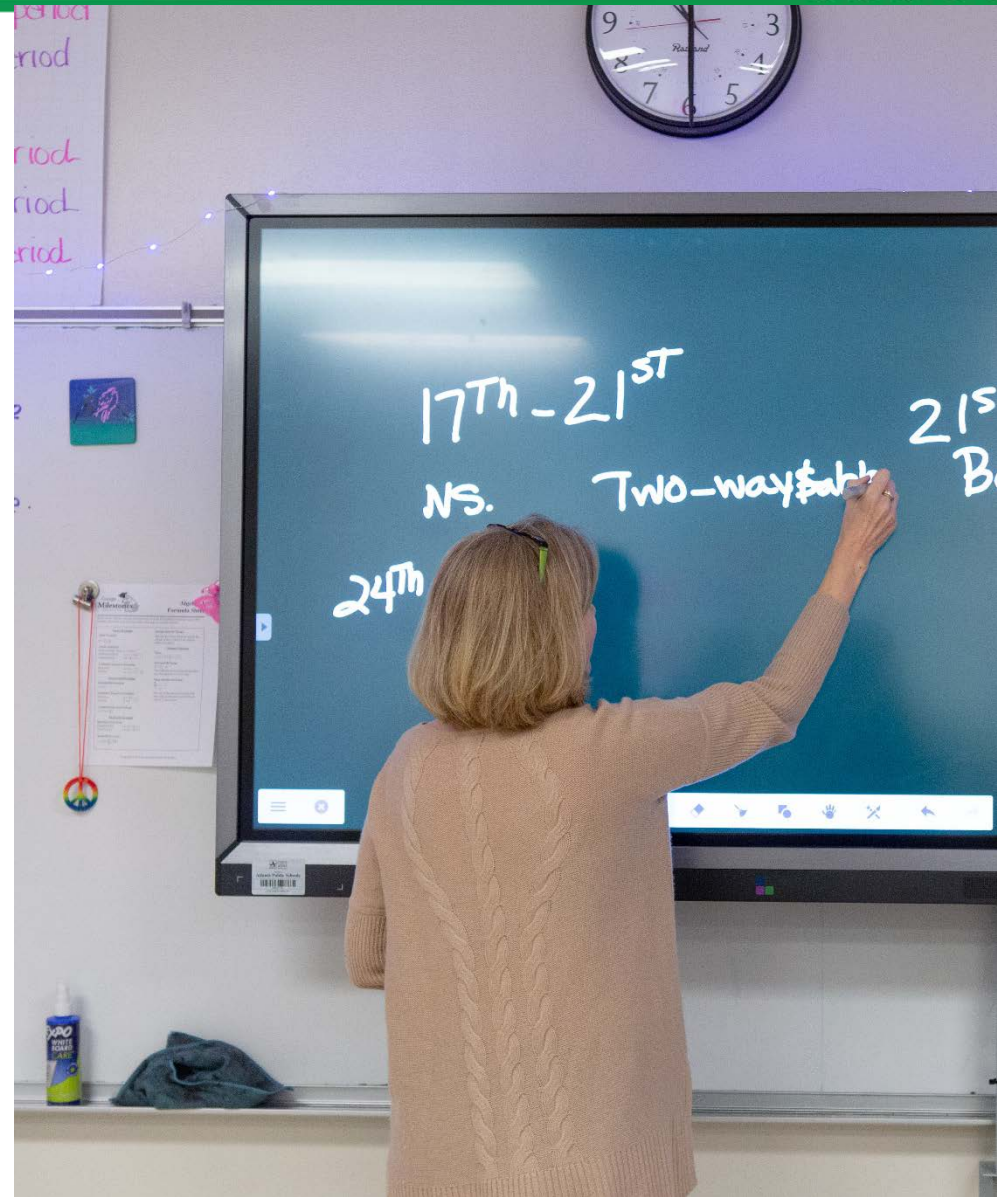
Districts can use their existing, CDE-approved or recognized online school or program to provide a 100% remote learning option for students enrolled in traditional, brick-and-mortar schools, as long as the option is exercised in response to public health and safety measures associated with the COVID-19 pandemic.

- Districts and schools must still complete and meet all Assurances (**except** Instructional Assurance #4, which requires at least 20% weekly synchronous instruction).
- Students must meet the funding requirements for the existing online school or program as described in the "Online Schools and Programs" section of the Student October Count Audit Resource Guide.

# Purchased Courses: Colorado Digital Learning Solutions (CDLS)

- If a district or school is purchasing online courses through CDLS for their students participating in the 100% remote learning option, the district or school will be responsible for ensuring that all Assurances are met.

 It is not the responsibility of CDLS to ensure satisfaction of the Assurances.



# Purchased Courses: Vendors or Non-Approved Online Schools or Programs

- Districts that wish to provide remote learning via an online school, vendor, or program that is not an approved or recognized Online School or Program in the State of Colorado must ensure that the program meets the requirements for synchronous and asynchronous learning as described in the guidance.
- It is the district's responsibility to ensure satisfaction of all Assurances.



# Student October Count Coding

# Student October Count Coding—Remote Learners

- Student October Count coding for brick-and-mortar students participating in the district's 100% remote learning option as a result of COVID-19 health concerns:
  - **School Code:** Brick-and-mortar school code
  - **Funding Code:** 80, 82, 85 or 86
  - **Non-School Program Code:** 05

05	<p><b>100% Remote Learning Option</b> (Applicable for the 2021-22 school year only) – Student is receiving all of their educational services through a 100% remote learning option implemented by the district/school and/or provided by the district to families who, because of public health and safety measures or precautions associated with the COVID-19 pandemic, do not want their student(s) to receive in-person learning for the duration of a term as defined by the district (e.g., hexter, quarter, semester, full-year, etc.).</p> <ul style="list-style-type: none"><li>• Students access all courses from a location other than the school building where they are enrolled and would be attending if not for the COVID-19 pandemic, including when a school is offering “pod spaces” for students to do their remote learning with adult supervision and internet access.</li><li>• This includes districts that are using an existing approved online school or program to provide a 100% remote learning option for students due to public health and safety measures or precautions associated with the COVID-19 pandemic.</li><li>• This does NOT include students participating in <u>hybrid learning options</u> where they are receiving both in-person and remote learning at the student level because of public health and safety measures associated with the COVID-19 pandemic.</li><li>• This does NOT include students who are participating in a short term/<u>temporary remote learning option</u> when they are quarantined due to COVID-19 exposure/illness, or shift to 100% remote learning as a result of an executive order or local public health order suspending in-person learning, county COVID-19 dial levels indicate higher-risk, or other types of locally-determined precautions related to COVID-19.</li></ul>
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# Student October Count Coding—Not Remote Learners

There are several districts that are not providing a 100% remote learning option due to COVID-19 during the 21/22 school year; however, these districts do have an approved or recognized online school.

In this case, if the student withdraws from the brick-and-mortar school and enrolls in the online school, the student should be classified as an online student (and not as a brick-and-mortar or remote learning student).

- **School Code:** Online school code
- **Funding Code:** 91, 92, 94, 95, 96
- **Non-School Program Code:**
  - 00 (if online school) or
  - 01 (if online program)

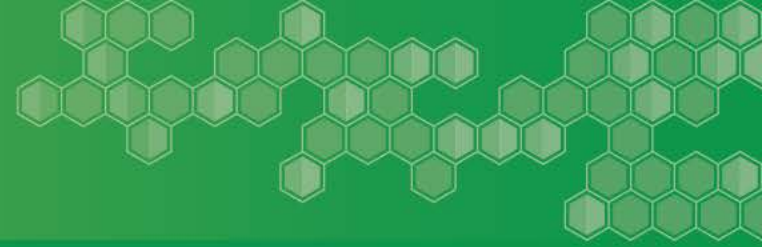


# Student October Count Coding—Not Remote Learners

If a district is not providing a 100% Remote Learning Option during the 2021-2022 school year, then no special Student October Count coding needs to be considered.



# Assurances



- The following Assurances only apply to districts or schools implementing a 100% Remote Learning Option as a result of COVID-19 health concerns.
- The following Assurances do not need to be completed by districts or schools who are required to implement temporary remote learning as described in the [Temporary Remote Learning Options \(K-12\) for the 2021-2022 School Year as a Result of COVID-19 Health Concerns](#) document.

# Assurances—When are assurances required?

## No assurances required

Scenario 1: A district is not offering a 100% Remote Learning Option to its brick-and-mortar students.

Scenario 2: A district is not offering a 100% Remote Learning Option to its brick-and-mortar students but must temporarily offer remote learning to students for COVID-19 reasons.

## Assurances required

Scenario 3: A district is offering a 100% Remote Learning Option to its brick-and-mortar students through its CDE-approved or recognized Online School or Program.

Scenario 4: A district is offering a 100% Remote Learning Option to its brick-and-mortar students not through its CDE-approved or recognized Online School or Program.

Scenario 5: A district is providing multiple 100% Remote Learning Options to its brick-and-mortar students.



# Assurances—General District/School Information



## 100% Remote Learning Option (K-12) for the 2021-2022 School Year as a Result of COVID-19 Assurances

Before completing the following assurances, please review the "100% Remote Learning Option (K-12) for the 2021-2022 School Year as a Result of COVID-19 Health Concerns" guidance found at the following link: [https://www.cde.state.co.us/cdefinance/100percent\\_remote\\_learning\\_option\\_k12\\_covid\\_2122](https://www.cde.state.co.us/cdefinance/100percent_remote_learning_option_k12_covid_2122)

Districts wanting to implement a 100% remote learning option as a result of COVID for the 2021-22 school year must submit the following assurances and ensure that corresponding documentation will be available upon request, if audited. Checked assurances must be submitted to the Office of Blended and Online Learning no later than August 31, 2021.

The LEA must check each of the assurances to certify they have read, understand, and agree to carry out the audit assurance practices outlined below for SY 2021-2022.

For technical assistance in completing or submitting the electronic Assurances form, please contact Rachel Matson at [matson\\_r@cde.state.co.us](mailto:matson_r@cde.state.co.us)

For general questions about the requirements described in the Assurances or this document, please contact Renee Martinez at [martinez\\_r@cde.state.co.us](mailto:martinez_r@cde.state.co.us)

To have a record of your submission, click "Send me a copy of my responses" at the bottom of the form and enter your email address. You will then receive an automated email from Smartsheet with your submission.

### District or School Information

#### Submission Type \*

Select

#### Charter Inclusion \*

Does this assurance submission include the district's charter schools?

Select

#### Date of Submission \*

31

### District or School Information

#### Submission Type \*

Individual School Submission

#### School Name \*

#### School Code \*

#### School Contact Name and Title \*

Include the name and title of the contact for this school.

#### School Contact Information \*

Include the email and phone number for the school contact.

#### District Code \*

#### Charter Inclusion \*

Does this assurance submission include the district's charter schools?

Select

#### Date of Submission \*

31



# Assurances—Instructional

## Remote Learning Instructional Assurances

The LEA must check each of the assurances to certify they have read, understand, and agree to carry out the instructional practices outlined below for SY 2021-2022.

### Instructional Assurance #1 \*

The district will ensure that all remote learning will be supervised by teachers with applicable Colorado state licensure. Each local board shall define "supervision of a certificated or licensed teacher."

☐

### Instructional Assurance #2 \*

The district will ensure that each school providing remote learning will have a plan to monitor engagement and a plan to outreach when a student is not engaged or progressing academically.

☐

### Instructional Assurance #3 \*

The district will ensure that for each course, teacher-to-student instruction is provided either through a synchronous or asynchronous method each day the course is scheduled to meet, while also ensuring that students have access to a live teacher for instructional support each day of the school calendar, as described in the guidance linked above.

☐

### Instructional Assurance #4

Remote learning, as defined in the guidance document, is intended to replace in-person learning experiences. As such, the district will ensure that for each course, students are provided with at least 20% weekly synchronous instruction.

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### Instructional Assurance #5 \*

The district and school will ensure that the teachers will use appropriate evidence-based assessment tools and practices to measure student academic growth in the Colorado Academic Standards and provide targeted support to students who are not meeting academic progress, and communicate those results to parents/guardians. Students should have varied opportunities to demonstrate mastery of skills, show academic progress, and receive meaningful feedback on their learning.

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### Instructional Assurance #6 \*

The district will ensure that all students who are participating in the 100% remote learning option will receive equitable instruction and services. Further, the district will ensure that, within the constraints of COVID-19, equitable and appropriate instruction will continue to be offered to those students requiring accommodations. This includes, but is not limited to: students with an Individualized Education Program (IEP) or an Advanced Learning Plan (ALP); students learning English; students from migrant families; students in foster care; and students experiencing homelessness. Considerations may also include targeted in-person services for students who require it. It is also important that students requiring accommodations are provided access to appropriate technology to receive individualized instruction as necessary.

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### Instructional Assurance #7 \*

The district will remain responsible for administering the state assessments to its students as required by state and federal law. The district must have a plan for how to meet that obligation for its remote students, while taking into consideration health and safety needs at the time of state testing, as well as respecting parental decision-making regarding state content assessments.

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### Instructional Assurance #8 \*

Students enrolled in a brick-and-mortar school but participating in the district's 100% remote learning option as a result of COVID-19 health concerns may continue to be enrolled in the brick-and-mortar school and, in such cases, the accountability for the student's learning will remain with the brick-and-mortar school. To ensure this, the student will need to remain coded to the brick-and-mortar school for spring assessment administration.

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### Instructional Assurance #9 \*

With the district assurances, the district will submit a copy of their local board policy, resolutions, regulations, and/or governance documentation that is adopted specifically to address the implementation of remote learning during the 2021-2022 school year in response to the COVID-19 pandemic.

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# Assurances—Student October/Audit

## Student October Count (per pupil funding) Audit/Instructional Hours Assurances

At the time of the Student October Count (Pupil Count) audit, districts implementing a 100% remote learning option as described in the guidance document must be prepared to provide the documentation listed below demonstrating that these assurances have been met at both the district/school and student level.

### Audit Assurance #1: Policy \*

The district will submit a copy of their local board policy, resolutions, regulations, and/or governance documentation that is adopted specifically to address the implementation of remote learning during the 2021-22 school year in response to the COVID-19 pandemic. This adopted local policy must include the following information:

- Definition of "educational process" that includes the use of remote learning and how its planned use is specifically in response to the COVID-19 pandemic
- Description of how instruction will be delivered during remote learning. This includes synchronous and asynchronous learning activities that would demonstrate a student is "engaged in the educational process" (as described in the adopted local board policy).
- List of documentation the district will provide to evidence a student was in attendance during periods of asynchronous remote learning.

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### Audit Assurance #2: Calendar \*

The district will ensure that the 100% remote learning option calendar will meet minimum state requirements for student contact days and equivalent planned teacher-pupil instruction and contact time pursuant to 1 CCR 301-39-2.06. These requirements may include both in-person and remote learning (synchronous and asynchronous) time.

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### Audit Assurance #3: Instructional Hrs Equivalency \*

The district will ensure that it applies appropriate daily instructional equivalencies (pursuant to 1 CCR 301-39-2.06) when calculating instructional hours for the year. These instructional equivalencies must be applied for both 100% remote learning and hybrid learning calendars where a portion of the instructional day or week is occurring remotely (synchronously and/or asynchronously).

☐

### Audit Assurance #4: Enrollment \*

The district will ensure that all students participating in 100% remote learning for the 2021-22 school year are residents of Colorado as of October 1, 2021.

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### Audit Assurance #5: Attendance \*

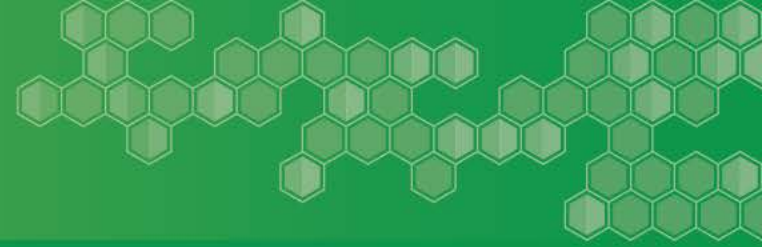
The district will ensure that it is able to document daily student attendance during periods of remote learning. It is important to note that districts should ensure their attendance system is aligned with their parent/guardian notification system to update parents/guardians in real time whether or not their students are attending class.

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### Audit Assurance #6: Student Schedules \*

The district must be able to clearly identify which students are participating in the 100% remote learning option. Further, the district acknowledges that students must be scheduled to receive the minimum threshold of teacher-pupil instruction and contact time, which may include a combination of in-person and remote learning (synchronous and asynchronous) instruction, in order to receive per pupil funding.

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## Data Reporting Assurances

The LEA must check each of the assurances to certify they have read, understand, and agree to carry out the data reporting requirements outlined below for SY 2021-2022.

### Data Reporting Assurance #1 \*

The district will be expected to identify and report those students who, based on family choice, are participating in the district's 100% remote learning option as a result of COVID-19 health concerns.

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### Data Reporting Assurance #2 \*

The district will provide data for each school that indicates the number of whole and partial days the entire school was forced to switch from in-person to remote learning as a result of responding to COVID health and safety concerns. Districts will report this information in the Report Card March periodic collection within the Data Pipeline.

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# Assurances—File Upload and Signature

## File Upload and Signature

**Syncplicity Folder \***

Please selected "yes" if you have more than 10 files to upload and "no" if you have 10 files or less to upload. If you select yes, then CDE will send you a Syncplicity folder.

Select or enter value ▼

**Assurances Authorization Signature \***

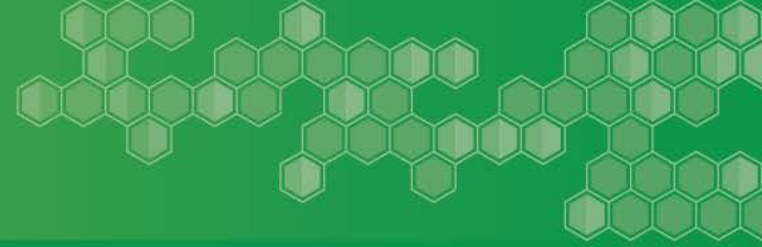
By typing my name here, I confirm that I have been authorized by the noted district or school to submit these Assurances on their behalf. Further, the district or school understands each of the assurances listed above and agrees to meet the requirements as outlined in the "100% Remote Learning Option (K-12) for the 2021-2022 School Year as a Result of COVID-19 Health Concerns" guidance.

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☐ Send me a copy of my responses

Submit

# Audit Documentation Requirements



For any student reported with a Non-School Program code of “05” (i.e., 100% remote learner as a result of COVID-19 health concerns), the district will need to ensure that it has completed and submitted the [100% Remote Learning Option Assurances](#) (via Smartsheet) by **August 31, 2021**, AND has all documentation listed in Audit Assurances #1 through #6.





## **Combination of Policy, Resolutions, Regulations, and Governance Documentation**

- Definition of “educational process” that includes the use of remote learning and how its planned use is specifically in response to the COVID-19 pandemic
- Description of how instruction will be delivered during remote learning
  - Includes synchronous and asynchronous learning activities that would demonstrate a student is “engaged in the educational process” (as described in the adopted local board policy)
- List of documentation the district will provide to evidence a student was in attendance during periods of asynchronous learning

# Audit Assurance #2: Calendar

## 100% Remote Learning Option Calendar

- Must meet minimum state requirements for student contact days and equivalent planned teacher-pupil instruction and contact time
- [School District Calendar and Instructional Hours Guidance](#)

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31

August 2021						
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September 2021						
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November 2021						
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December 2021						
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January 2022						
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February 2022						
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March 2022						
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April 2022						
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May 2022						
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June 2022						
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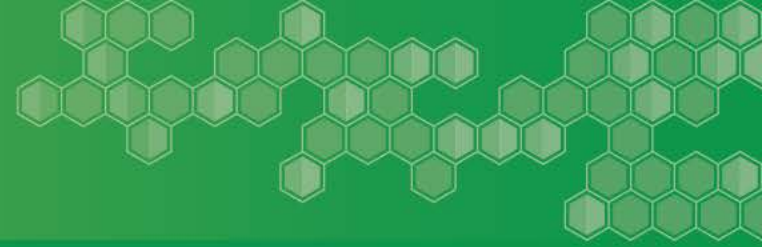
## Audit Assurance #3: Instructional Hours Equivalencies

- Must translate to instructional time per course (daily or weekly) to ensure that each student is scheduled to receive the minimum number of instructional hours necessary for full or part-time funding
- Should take into consideration the type of instruction being delivered remotely, including access to teachers and supports.
- Equivalency should not exceed instructional time the student would have received if taking the same or similar course in a 100% in-person setting as evidenced by the in-person calendar and bell schedule.

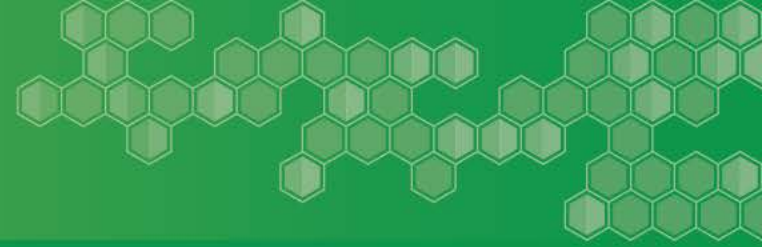
# Audit Assurance #4: Enrollment



- Must be resident of Colorado as of October 1, 2021
- Must have documentation evidencing Colorado residency that is dated within 365 days preceding, or on, the pupil enrollment count date.
- For more information on examples of acceptable proof of Colorado residency for this purpose, please review the [“Sample of Colorado Residency with Instructions”](#) document.



- Attendance Funding Requirement
  - Participate on the pupil enrollment count date, or if absent for any reason,
    - Participate during the current school year prior to the pupil enrollment count date AND resume participation within 30 calendar days following the pupil enrollment count date
- Must track daily attendance regardless of learning model
- For funding purposes:
  - **Synchronous learning** participation/attendance verification can be documented within the district's or school's Student Information System (SIS)
  - **Asynchronous learning** participation/attendance should be evidenced by **documentation** that clearly shows the student was engaged in appropriate asynchronous **learning activities** (as outlined in the local policy, governance documentation, resolution, etc.)
    - Must be affirmative documentation beyond SIS (such as log-ins, etc.)



- Must clearly identify which students are participating in the 100% remote learning option
  - Student should be reported with a Non-School Program code of “05” in the Student October Count Snapshot
- Must have an individual student schedule that lists all courses into which the student is scheduled as of the count date for the entire first semester
- Using the calendar calculation, equivalent bell schedule, and individual student schedule, the student must meet the following for funding:
  - Full-time funding: at least 360 hours of teacher-pupil instruction and contact time during the semester of the pupil enrollment count date
  - Part-time funding: at least 90, but less than 360, hours of teacher-pupil instruction and contact time during the semester of the pupil enrollment count date

# Questions/Comments



# Contact:

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