



2024 Student October Pupil Count Audit Documentation List

The following is a summarized list of audit documentation as outlined in the **Student October Count Audit Resource Guide** (http://www.cde.state.co.us/cdefinance/auditunit_pupilcount).

All relevant documentation is subject to review for any, and all, students submitted for funding in the district's Student October Count data submission. **This list is not exhaustive, and additional documentation may be requested during the course of the audit.**

Annual Audit Review Documentation Checklist

The following audit documents must be provided to the School Auditing Office via Syncplicity no later than **December 11, 2024**.

Organization-Level (district/CSI/BOCES) and School-Level (if applicable) documents:

- [Pupil Count Questionnaire](#)
- District/BOCES Calendar
- Secondary High Schools and Programs
 - Handbooks (if available)
 - Calendars and Bell Schedules (with accompanying calculations, preferably in Excel format)
- District-Run Programs
 - Handbooks (if available)
 - Calendars and Bell Schedules (with accompanying calculations, preferably in Excel format)
- Home School Enrichment Programs
 - Handbooks (if available)
 - Calendars and Bell Schedules (and accompanying calculations, preferable in Excel format)
- District Implementation Plan for Individual Career and Academic Plan (ICAP)
 - *A plan developed and maintained by a local school district that ensures every student and his/her parents or legal guardians have access to and assistance with the development of an ICAP, which has a **scope and sequence** that includes: district and school objectives, intentional district and school responsibilities, grade level appropriate timelines and key dates.*

Student-Level documentation:

- [“Confirmation of Part-Time Funding Eligibility”](#) (AUD-109) forms, if applicable

Additional Audit Review Documentation Checklist

During a “Focused” or “Comprehensive” audit, further documentation may also be requested for individual students, or for specific school, program, course, or student types. For further information about any of the documentation listed below, refer to the [2024 Student October Audit Resource Guide](#) or [contact the School Auditing Office](#) at audit@cde.state.co.us.

Student-Level documentation:

- Attendance reports (covering a minimum of the 11-day count period)
- Enrollment reports including entry and exit dates for students (if enrollment is not included on attendance reports)

- Individual student schedules
 - Brick-and-mortar students in grades 6-12
 - All online students
 - Contractual education students (including home-school enrichment programs)
- Individual Education Program (IEP) documentation
- Tuition payment verification and contracts/MOUs/cooperative agreements

Additional school, program, course, or student type documentation (as applicable):

- Detention Center Notification (AUD-101) forms
- Compliance Assurances for Contracted Services (AUD-108) forms
- Alternative Instruction Course documentation
 - Blended Learning courses
 - Independent Study courses
 - Supplemental Online courses
 - Work-Based Learning courses
 - Catalog of Courses Using Alternative Instruction
- Post-secondary course and program documentation
 - ASCENT
 - Concurrent Enrollment
 - Dropout Recovery
 - Early College
 - TREP
- Contractual Education
- Detention Centers
- Expelled students
- Facility Schools
- Foreign Exchange students
- High School Equivalency Diploma (HSED) students and programs
- Home-school/Private School Students and Home-school Enrichment Programs
- Home-bound students
- ILOP
- Kindergarten students
- Online Schools and Programs
- P-TECH
- Transfer enrollment exception students
- Transition students
- Truant students