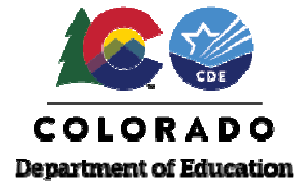


# 2023 Training Schedule & Student October Timeline

Colorado Department of Education School Auditing Office



## School Auditing Office Trainings & Office Hours

These webinars and virtual office hours are led by School Auditing Office staff and focus on School Finance audit topics and documentation. **The Teams meeting link for each training is posted to the [School Auditing Office Training page](#) 15 minutes prior to the meeting start time** ([www.cde.state.co.us/cdefinance/auditunit\\_trainings](http://www.cde.state.co.us/cdefinance/auditunit_trainings)).

- ▶ 05/17/23 (Wed) 1:00 PM [Blended Learning and Supplemental Online Course Variance Waivers \(FY23/24\)](#)
  - A review of the posted guidance for Blended Learning and Supplemental Online Courses, why a district might seek a variance waiver, and a description of the waiver process and requirements.
- ▶ 07/20/23 (Thu) 10:00 AM [At-Risk Count Audit Overview](#)
  - A discussion of the At-Risk Count (Free & Reduced-Price Lunch) reporting and audit documentation requirements, as well as any updates for the 2023/2024 year.
- ▶ 07/26/23 (Wed) 1:00 PM [Student October: What's New for 2023?](#)
  - A highlight of changes and updates to the 2023 Student October Count Audit Resource Guide, including legislative changes and clarification regarding general guidance. General information about the audit process and district total program funding will be included.
- ▶ 07/27/23 (Thu) 1:00 PM [Student October: Online Schools and Programs](#)
  - Overview of the October Count funding and audit documentation requirements focused on Colorado **public online schools and programs**.
- ▶ 08/01/23 (Tue) 10:00 AM [Student October: AECs](#)
  - Overview of the October Count funding and audit documentation requirements focused on **Alternative Education Campuses**.
- ▶ 08/03/23 (Thu) 10:00 AM [Transportation CDE-40 \(FY22/23\)](#)
  - A discussion of the Transportation CDE-40 Claim Reimbursement calculation and supporting audit documentation.
  - We recommend watching the series of short videos on the called "[The Transportation CDE-40 Step by Step](#)", which provides instructions for completing a simple CDE-40 calculation, prior to attending this live webinar.
- ▶ 08/08/23 (Tue) 10:00 AM [Student October: BOCES](#)
  - Overview of the October Count funding and audit documentation requirements tailored to **BOCES (Board of Cooperative Educational Services)** staff.
- ▶ 08/17/23 (Thu) 10:00 AM [Student October Office Hours](#)
  - A follow-up to the 7/26-8/8 Student October webinars, for districts to bring questions about Student October Count and related audits.
- ▶ 09/07/23 (Thu) 1:00 PM [CDE-40 Office Hours/Q&A](#)
  - A follow-up to the 8/3 webinar, for districts to bring questions about the Transportation CDE-40 claim process and audit documentation.

### Office Hours

Office hours are informal discussions held using Teams, which are generally not recorded. The School Auditing Office may start with a short presentation on news or reminders, and then the remainder of the time is an open forum for discussion.

For 2023, many of our full webinars will be followed up by a dedicated office hours session a week or two later. The intention is that attendees at the full webinar, and those who watch the recording later, will have the opportunity to consider the information and how it relates to their district, so they can come to the office hours with specific questions on that topic to discuss. (Of course, any other audit-related questions are still welcome.)

# 2023 Training Schedule & Student October Timeline

Colorado Department of Education School Auditing Office



- ▶ **09/12/23 (Tue) 10:00 AM [ELL Count Audit Overview](#)**
  - A discussion of the English Language Learner Count reporting requirements and audit documentation requirements.
  - We recommend watching the [EL Coding Webinar offered by Data Services](#) on 9/7/23 prior to attending this webinar.
- ▶ **09/19/23 (Tue) 10:00 AM [ELL Count & Student October Office Hours/Q&A](#)**
  - A follow-up to the 9/12 ELL Count webinar, with additional time for general discussion of any topics related to the the upcoming Student October Count Data Collection.
- ▶ **11/02/23 (Thu) 10:00 AM [Duplicate Count Office Hours/Q&A](#)**
  - A time set aside for general discussion of the Duplicate Count process and documentation process as data submission wraps up, to answer questions as districts prepare to finalize their data submissions on 11/10.
  - We recommend watching the [Duplicate Process and Submission Webinar offered by Data Services](#) on 10/25 prior to attending these office hours.

## Key to Calendar Entries

School Auditing Office Training/ Office Hours	These webinars and virtual office hours are led by School Auditing Office staff and focus on School Finance audit topics and documentation. <b>The Teams meeting link for each training is posted to the <a href="#">School Auditing Office Training page</a> 15 minutes prior to the meeting start time</b> ( <a href="http://www.cde.state.co.us/cdefinance/auditunit_trainings">www.cde.state.co.us/cdefinance/auditunit_trainings</a> )
Data Services Training	These webinars are led by Data Services/Data Pipeline staff and focus on data collection and coding, COGNOS/CEDAR, error codes, etc.
Window Starts or Ends	These informational dates are included for reference and planning purposes. They mark the beginning or end of data collections and the 11-day count window.
Deadline	These mandatory deadlines are included for reference and planning purposes.
Checkpoint	These Student October-related checkpoints are recommendations from the School Auditing Office and Data Services/Data Pipeline to prepare districts for success during the Student October data submission. No action is required.
Count Day	This is the statutory count day for Colorado's one-day membership count, for districts who have not requested an alternative count day.

## WHERE CAN I LEARN MORE?

- [CDE School Auditing Office Home](https://www.cde.state.co.us/cdefinance/auditunit) (<https://www.cde.state.co.us/cdefinance/auditunit>)
- Data Pipeline Resources:
  - [Data Pipeline Student October site](http://www.cde.state.co.us/datapipeline/snap_studentoctober) ([www.cde.state.co.us/datapipeline/snap\\_studentoctober](http://www.cde.state.co.us/datapipeline/snap_studentoctober))
  - [Data Pipeline Training Schedule](http://www.cde.state.co.us/datapipeline/studentoctobertrainingtimeline2023) (<http://www.cde.state.co.us/datapipeline/studentoctobertrainingtimeline2023>)
- [School Finance Transportation Funding](https://www.cde.state.co.us/cdefinance/sftransp) (<https://www.cde.state.co.us/cdefinance/sftransp>)
- English Language Learner Resources:
  - [ELD Programs](https://www.cde.state.co.us/cde_english) ([https://www.cde.state.co.us/cde\\_english](https://www.cde.state.co.us/cde_english))
  - [EL Data Coding & Reporting](https://www.cde.state.co.us/datapipeline/snap_studentoctober) ([https://www.cde.state.co.us/datapipeline/snap\\_studentoctober](https://www.cde.state.co.us/datapipeline/snap_studentoctober))
  - [Assessment Office \(ACCESS/ALT ACCESS\)](https://www.cde.state.co.us/assessment/ela) (<https://www.cde.state.co.us/assessment/ela>)
- [Nutrition Services Meal Eligibility](https://www.cde.state.co.us/nutrition/schoolmealeligibility) (<https://www.cde.state.co.us/nutrition/schoolmealeligibility>)

# 2023 Training Schedule Student October Timeline

Colorado Department of Education School Auditing Office



April 2023						
Su	M	Tu	W	Th	F	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						

April		
04/01/23 (Sat)	Apply for Certification of a Multi-District Online School	Deadline
04/05/23 (Wed)	2022 ELL Count Review Audit Office Hours	School Audit Training/Office Hrs

May 2023						
Su	M	Tu	W	Th	F	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			

May		
05/05/23 (Fri)	2023/2024 Calendar & Bell Schedule Review	Checkpoint
05/17/23 (Wed)	Blended Learning and Supplemental Online Courses: Variance Waiver Process for 2023/2024	School Audit Training/Office Hrs

June 2023						
Su	M	Tu	W	Th	F	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	

June		
06/30/23 (Fri)	Request School Code Changes	Deadline

July 2023						
Su	M	Tu	W	Th	F	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					

July		
07/03/23 (Mon)	New Audit Resource Guides Available	Checkpoint
07/17/23 (Mon)	Student Interchange Opens	Window Starts or Ends
07/20/23 (Thu)	At-Risk Count - What's New for 2023?	School Audit Training/Office Hrs
07/26/23 (Wed)	Student October - What's New for 2023?	School Audit Training/Office Hrs
07/27/23 (Thu)	Online Schools and Programs October Count 2023	School Audit Training/Office Hrs

August 2023						
Su	M	Tu	W	Th	F	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		

August		
08/01/23 (Tue)	Alternative Education Campuses October Count 2023	School Audit Training/Office Hrs
08/03/23 (Thu)	Transportation CDE-40 (FY22/23)	School Audit Training/Office Hrs
08/08/23 (Tue)	BOCES October Count 2023	School Audit Training/Office Hrs
08/17/23 (Thu)	Student October Office Hours/Q&A	School Audit Training/Office Hrs
08/25/23 (Fri)	Student October Snapshot opens	Window Starts or Ends
08/30/23 (Wed)	Data Pipeline Training	Data Services Training

September Continues on Next Page

# 2023 Training Schedule Student October Timeline

Colorado Department of Education School Auditing Office



September 2023						
Su	M	Tu	W	Th	F	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

September		
09/01/23 (Fri)	Bell Schedule Calculation Check	Checkpoint
09/07/23 (Thu)	CDE-40 Office Hours/Q&A	School Audit Training/Office Hrs
09/07/23 (Thu)	English Learner Coding Training	Data Services Training
09/08/23 (Fri)	Veteran Respondent Training	Data Services Training
09/12/23 (Tue)	ELL Count Audit Overview	School Audit Training/Office Hrs
09/13/23 (Wed)	First Year Respondent Training	Data Services Training
09/15/23 (Fri)	Request an Alternative Pupil Count Date	Deadline
09/15/23 (Fri)	Authorizer Assurances Due for Online Schools & Programs	Deadline
09/15/23 (Fri)	CDE-40 Transportation Reimbursement Claim Due	Deadline
09/15/23 (Fri)	Verify Student Schedules are Full or Part Time	Checkpoint
09/18/23 (Mon)	Postsecondary Coding Training	Data Services Training
09/19/23 (Tue)	ELL Count & Student October Office Hours/Q&A	School Audit Training/Office Hrs
09/22/23 (Fri)	Identify Unique Student Types	Checkpoint
09/25/23 (Mon)	First Day of October Count Window	Window Starts or Ends
09/29/23 (Fri)	Proof of Residency on File for all Online Students	Checkpoint

October 2023						
Su	M	Tu	W	Th	F	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				

October		
10/02/23 (Mon)	Official Student October Count Day: Generate Student Schedules, Correct Data Errors	Count Day
10/02/23 (Mon)	Generate Direct Certification List for At Risk Eligibility	Checkpoint
10/04/23 (Wed)	First upload of Student Interchange files	Checkpoint
10/09/23 (Mon)	Last Day of October Count Window: Check For Transfer Enrollment Exceptions, Generate Attendance	Window Starts or Ends
10/11/23 (Wed)	Error free in the Interchange files	Checkpoint
10/16/23 (Mon)	Create first Student October Snapshot	Checkpoint
10/18/23 (Wed)	Data Validation, Transfers, and Cognos Reports	Data Services Training
10/24/23 (Tue)	Error free Student October Snapshot	Checkpoint
10/25/23 (Wed)	Data Pipeline Duplicate Process and Submission	Data Services Training
10/27/23 (Fri)	Contact Districts Who May Share Duplicates	Checkpoint
10/30/23 (Mon)	Collect Additional Attendance As Needed	Checkpoint

November 2023						
Su	M	Tu	W	Th	F	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		

November		
11/03/23 (Fri)	Submit October Snapshot to CDE	Checkpoint
11/02/23 (Thu)	Duplicate Count Office Hours/Q&A	School Audit Training/Office Hrs
11/10/23 (Fri)	Student October Count Submission Closes	Deadline
11/14/23 (Tue)	Upload Duplicate Count Documents	Deadline
11/17/23 (Fri)	Duplicate Count Decisions Communicated to Districts	Deadline
11/22/23 (Wed)	Resubmit October Snapshots (if Required)	Deadline

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

December		
12/01/23 (Fri)	Submit District Signature Pages	Deadline
12/29/23 (Fri)	Collect remaining Pupil Count docs for unique student types (ex: CE invoices, Work Study docs, etc.)	Checkpoint