# Instructions

The School Auditing Office provides this form to facilitate communication between districts regarding the funding eligibility of students placed short-term in a detention center. For the sake of clarity, in this form:

* “District A” refers to the last known district of attendance (or, if unknown, district of residence)
* “District B” refers to the district providing the education services at the detention center or YSC (where the student is currently placed).

**Pursuant to 1 CCR 301-39, rule 5.13:**

1. School districts responsible for providing educational services to pupils in detention centers (i.e., District B) must complete all fields listed on Form AUD-101 (except the “PUPIL COUNTED BY DISTRICT OF RESIDENCE” column) and submit to each pupil’s District A within 15 calendar days following the pupil enrollment count date.
2. District A may claim the pupil for funding if the district has documentation showing the pupil was enrolled, did not withdraw, and established attendance during the 30 calendar days prior to the **pupil enrollment count date** of the current school year, and received notification (i.e., form AUD-101) from District B that the student was in a detention center as of the pupil enrollment count date.
	1. If all of these criteria are true, District A must answer YES in the “PUPIL COUNTED BY DISTRICT OF RESIDENCE” column above.
	2. If one or more of these criteria are FALSE, District A must answer NO in the “PUPIL COUNTED BY DISTRICT OF RESIDENCE” column above.
3. Upon completion of the notification as described in number 2 above, District A must return a signed copy to the pupil count audit contact at District B, or to the contact listed on the notification.
4. District B may claim the pupil if District A verifies that the pupil was not eligible to be included in District A’s count (i.e., answers NO in the “PUPIL COUNTED BY DISTRICT OF RESIDENCE” column above.

For more information, refer to the “Detention Centers” section of the Student October Count Audit Resource Guide found on the Pupil Count website.

Date:

District of Residence:

You are receiving this notification because your district has been identified as the “District of Residence” for the pupils listed below who were (1) under the age of 21, and (2) who were placed in, and receiving services on, the pupil enrollment count date at the following detention center:

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| **FIRST NAME** | **MIDDLE NAME** | **LAST NAME** | **DATE OF BIRTH** | **SASID NUMBER** | **HOME ADDRESS** | **DISTRICT OF RESIDENCE** | **PUPIL COUNTED BY DISTRICT OF RESIDENCE (YES OR NO)** |
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| **DETENTION CENTER CERTIFICATION: I hereby certify that the above listed pupils were in placement and receiving educational services in this detention center on the pupil enrollment count date.** **Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****School District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **DISTRICT OF RESIDENCE CERTIFICATION: I hereby certify that the above pupils identified as residing in my district were, or were not, eligible to be included in my district’s official count as indicated in the “Pupil County by District of Residence” column.****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****School District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |