

# Documentation Assurance For Alternative Education Campus High Risk Student Identification – District Identified Categories



## About Documentation Assurance for the AEC Designation Collection

As referenced in C.R.S. 22-2-308 (5) (a), "a district local education agency may be asked to voluntarily submit data in order to receive a benefit, such as grant funding or special designations". Confirmation of students' high-risk status is necessary in order for the Department to verify that a school is meeting the criteria for the Alternative Education Campus (AEC) special designation. It is the responsibility of the district accountability contact of a district submitting an AEC Application on behalf of a school to verify documentation from students, parents/guardians, physicians/licensed mental health workers, or school administrators/teachers that would permit a student to be designated high-risk. Upon signing the AEC Application, the district accountability contact assures that the following conditions have been met and verifies accuracy of information.

The documentation assurances described below are not required to be submitted, but confirmation of high-risk status is necessary in order for CDE to validate that a school qualifies for AEC status. CDE reserves the right to audit district files to ensure compliance with the requirement to maintain appropriate documentation supporting students' identified high risk categories as reported in submitted data to CDE.

If you have documentation on site that is not included in this list, and you would like to know if it is acceptable for use with the AEC Designation Collection, please contact us.

Note: It is important that districts and schools follow the guidelines outlined in state and federal law C.R.S. 22-1-123, and FERPA (the "Family Educational Rights and Privacy Act") 20 U.S.C. sec. 1232g (b) regarding the confidentiality and protection of student data records and information. CDE recommends districts maintain the confidentiality of these records. LEAs are advised to consult with legal counsel should they have questions.

## Documentation Assurance for Habitually Truant Identification

A student is considered eligible to be reported as Habitually Truant if the student has four excused or unexcused absences from public school in any one month or ten excused or unexcused absences from public school during any school year. Absences due to suspension or expulsion of a student are considered absences.

When reporting a student flagged as "Habitually Truant," any/all of the following documentation sources below are considered allowable. Please keep appropriate records and update these records as needed:

1. Attendance records showing absence patterns from any previous school year
2. Truancy court records from the any previous school year
3. RITS enrollment records from the any previous school year



## Documentation Assurance for Justified Expulsion Identification

A student is considered eligible to be reported as Justified Expulsion if the student has engaged in behavior that would justify expulsion but was not expelled.

When reporting a student flagged as “Justified Expulsion,” any/all of the following documentation sources below are considered allowable. Please keep appropriate records and update these records as needed:

1. Notes in files, Student Information System, etc., detailing the behavior incident, the school/district’s discipline program, and the course of action for the behavior incident
2. Transition notes, if relevant, and if a particular behavior incident may have led to a transfer to the student’s current school

## Documentation Assurance for Over-Age and Under-Credit Identification

A student is considered eligible to be reported as Over age and Under Credit if Student is over traditional school age for their grade level and lack adequate credit hours for their grade level. Only high school students are eligible for this high risk category. The table below should be used as a reference for how to determine over-age and under-credit students in your district/school.

<b>Anticipated Year of Graduation</b>	<b>All Credits</b> (based on credits accumulated at the end of 2021-22 school year)	<b>Core Credits</b> (based on credits accumulated at the end of 2021-22 school year)
<b>2020 or earlier</b>	Student has earned less than 100% of credits required to graduate	Student has earned less than 100% of core content credits required to graduate
<b>2021</b>	Student has earned less than 100% of credits required to graduate	Student has earned less than 100% of core content credits required to graduate
<b>2022</b>	Student has earned less than 75% of credits required to graduate	Student has earned less than 75% of core content credits required to graduate
<b>2023</b>	Student has earned less than 50% of credits required to graduate	Student has earned less than 50% of core content credits required to graduate
<b>2024</b>	Student has earned less than 25% of credits required to graduate	Student has earned less than 25% of core content credits required to graduate
<b>2025</b>	Student has not earned any credits required to graduate	Student has not earned any core content credits required to graduate
<b>2026</b>	N/A	N/A

When reporting a student flagged as “Over-Age and Under-Credit,” any/all of the following documentation sources below are considered allowable. Please keep appropriate records and update these records as needed:

1. Transcript data, including credits earned, from current school (within the last twelve months)
2. Transcript data, including credits earned, from prior school (within the last twelve months)

## Documentation Assurance for “Other High Risk” Identification

A student is considered eligible to be reported as “Other High Risk” if at least one of the following criteria is met:

- students who have documented histories of personal drug or alcohol use or who have parents or guardians with documented dependencies on drugs or alcohol
- students who have documented histories of personal street gang involvement or who have immediate family members with documented histories of street gang involvement
- students who have documented histories of child abuse or neglect
- students who are wards of the state or who are in the foster care system
- students who have parents or guardians in prison or on parole or probation
- students who have documented histories of domestic violence in the immediate family
- students who have documented histories of repeated school suspensions
- students under the age of twenty years who are parents or pregnant women
- students who have a documented history of a serious mental or behavioral disorder, including but not limited to an eating disorder, suicidal behaviors or deliberate, self-inflicted injury
- students who have experienced a loss of a parent or sibling
- students who have experienced significant trauma

When reporting a student flagged as “Other High Risk,” any/all of the following documentation sources below are considered allowable. Please keep appropriate records and update these records as needed:

1. The student was consulted of regarding his/her high-risk criteria asserting this information is true; OR
2. The parent(s)/guardian(s) of said student(s) was/were consulted of regarding the student(s) high-risk criteria asserting this information is true; OR
3. A treating physician/licensed mental health worker treating said student(s) was/were consulted of regarding the student(s) high-risk criteria asserting this information is true; OR
4. A licensed school administrator/teacher overseeing said student(s) was/were consulted of regarding the student(s) high-risk criteria asserting this information is true; OR
5. A verifiable source not mentioned above was/were consulted of confirming the student(s) high-risk criteria asserting this information is true.

## Contact and Resources

For questions, contact B Sanders, AEC and Accountability Senior Consultant:

- [sanders\\_b@cde.state.co.us](mailto:sanders_b@cde.state.co.us)
- 303.866.2865

More information about these data collections is available here:  
<http://www.cde.state.co.us/datapipeline/per-aec>