



COLORADO
Department of Education

2021 Student October Duplicate Count

School Auditing Office

Agenda

- Overview
- Process and Timeline
 - Preparation
 - Audit Exception Report
- Total Funding Allotment
 - Edit Checks
- Audit Syncplicity Folders
- Documentation
- Considerations and Scenarios
- Contact Information

Overview

- Each year Colorado public school districts and CSI participate in the Student October Count data collection.
- Information submitted by districts during this data collection is used to determine each district's Total Program (pupil and at-risk) funding
- Each student has a maximum state-allowable funding level (usually 1.0 FTE)

- In order to ensure no student exceeds the maximum funding level, **the duplicate count process is run after all districts and CSI have submitted their Student October Snapshots**
- Districts will receive an email instructing them to access their Audit Exception report from Cognos if they have students appearing on their report
- Districts must provide all required audit documentation to the School Auditing Office by uploading it to the district's audit Syncplicity folder by the deadline

Cognos Audit Exception Report



The Cognos **Audit Exception Report** for each district lists students:

- Who are being submitted for funding by
 - At least one other district
 - Another district and BOCES
 - A facility school
- AND whose total funding exceeds the state's maximum allowable level

The **Audit Exception Report** consists of two sections:

- Summary of Pupils Being Reported by Another District: Funding Duplicates
 - **Do** submit documentation to the School Auditing Office for these students.
 - If you do not submit documentation, your district will automatically lose funding.
- Summary of Pupils Being Reported by Another District: PAI Duplicates
 - **Do not** submit documentation to the School Auditing Office for these students.
 - A student listed in this section has been reported by a BOCES with an 01-08 Pupil Attendance Information (PAI) code and by a district with an 01-08 code. You may want to change the student's PAI code to 31 or 33.



The turnaround time for providing duplicate count documentation is very short!

Districts and CSI are encouraged to monitor the “Summary of Pupils Being Reported by Another District” Cognos report **as soon as they submit a snapshot.**

This may include contacting the other district (if appropriate) and beginning to gather electronic documentation evidencing funding eligibility.

Duplicate Count Timeline



11/10

- Error-Free snapshot uploads due

11/12:

- Duplicate Count documentation uploads due

11/18:

- School Auditing Office provides Duplicate Count decisions

11/24:

- Deadline to resubmit data to CDE

12/3:

- Signature pages are due

Duplicate Count Process



The School Auditing Office will review all documents for each student to determine who should submit the student for funding, and at what level.

The School Auditing Office will notify each district of its duplicate count findings.

Decisions will be uploaded to the district's Syncplicity "Duplicate Count" subfolder.



Data Services will unlock the Snapshot for any district needing to change their data per the duplicate count findings.



Districts will then need to:

Make the appropriate adjustments to their interchange files **AND**

Regenerate their Student October Count Snapshot **AND**

Re-submit their Snapshot



Funding Allotments





Acceptable funding codes are:

Full-time funding (1.0 FTE)	64, 80, 81, 91 and 92
Part-time funding (0.5 FTE)	82, 83, 84, 85, 94 and 95
No funding (0.0 FTE)	86, 87, 89, and 96

Edit checks are in place to ensure that a given district does not submit an individual student for a funding level that is not allowed, per statute



In general, the following rules apply:

- Students in grades K-12 cannot exceed a total of 1.0 FTE
- Home-school students (regardless of grade level) cannot exceed a total of 0.5 FTE
- Preschool students are not eligible for funding unless they are funded with CPP or ECARE positions, or are receiving services as outlined in an IEP.
 - Funding usually does not exceed 0.5 FTE.



- **The following criteria/edit checks will result in a student being included in the Duplicate Count process:**
- Students in any grade level who are submitted for more than a total of 1.0 FTE
- Home-school students who are submitted for more than a total of 0.5 FTE
 - Home-Based Education Flag value of “1”, and/or Funding code of “85”
 - If a district submits a student with a funding code of "86" and home-based education flag of "1", that district does not have to upload documentation. However, the district submitting the student for funding does have to upload documentation.
- Preschool students who are submitted for funding in more than one district



NEW Starting with the 2021 Student October Count, the following students will also be included in the Duplicate Count process:

- Students who are submitted for 0.5 FTE in more than one district
 - This will allow the School Auditing Office to verify the students aren't home-school students.
 - This may or may not result in funding changes.

Using Syncplicity for Duplicate Count



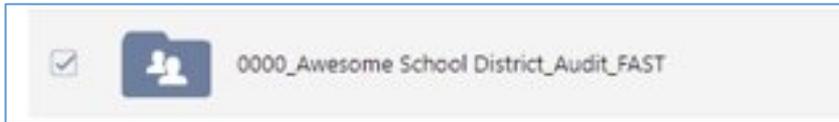


- An audit Syncplicity folder has been created for each district and CSI
- The naming convention for these Syncplicity folders is as follows:
 - District Number_District Name_Audit_FAST
 - For example: **0010_Mapleton 1_Audit_FAST**



0000_Test District_Audit_FAST

Audit Syncplicity Folder



Do not change or delete these folders!



- All duplicate count audit documentation must be uploaded to the “Duplicate Count” subfolder found within the district’s audit Syncplicity folder.
 - The deadline to upload documentation is **Friday, November 12, 2021** at 5pm
 - (Data Services will send out an email if this deadline is adjusted for any reason).
- Check whether you have access to your district’s audit Syncplicity folder!
 - If not, email the School Auditing Office at audit@cde.state.co.us
 - In the subject line of the email, please include your district number, district name and “Duplicate Count Contact”
 - For example: “0010_Mapleton 1_Duplicate Count Contact”

Required Documentation





Districts will need to upload all required audit documentation to the “Duplicate Count” subfolder for **all students** included on the “Audit Exception Report”

This includes both:

School- or district-
level documentation



Student-level
documentation





These documents describe programs and services, and provide context for interpreting student schedules and attendance, and allow for bell schedule calculations

- District/school/program calendar
- District/school/program bell schedule (or equivalency)
- District/school/program handbook & course catalog (for secondary)
- Adopted local policies
 - 100% remote learning (due to COVID-19)
 - Temporary remote learning
 - Supplemental Online & Blended Learning courses



The level of detail required for student-level documentation during Duplicate Count may exceed what is required for normal auditing purposes

Duplicate Count students are contested, and the School Auditing Office must sometimes make funding determinations between districts with very similar documentation and grounds for funding

The School Auditing Office recommends providing:

- Supplemental proof of attendance and participation in courses, especially for
 - Students who were receiving their education online or remotely (100%, hybrid, etc.)
 - Students with irregular or sparse attendance
- A generally expanded body of documents (next slide)



Upload documentation to the “Duplicate Count” subfolder for all students included on the “Audit Exception Report.”



The level of detail required for student-level documentation during Duplicate Count may exceed what is required for normal auditing purposes.



The School Auditing Office must sometimes make funding determinations between districts with very similar documentation and grounds for funding, so be prepared to upload an expanded body of documents for contested students.



Whenever possible, include supplemental proof of attendance and participation in courses, especially for students who were receiving their education online or remotely (100% Remote, through a CDE-approved Online School or Program, etc.).

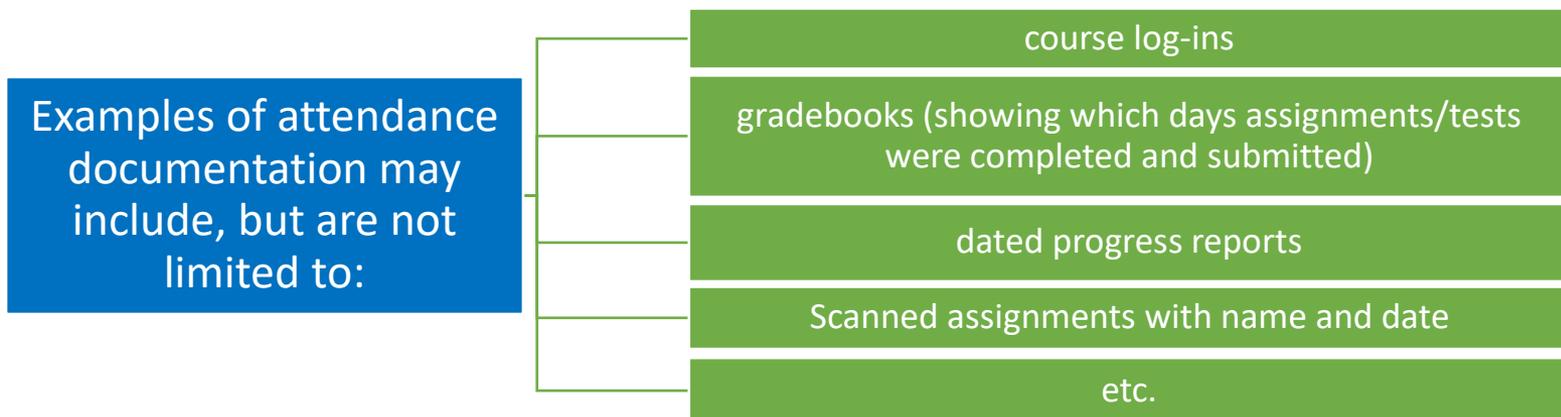


- Household demographic printout (from SIS)
- Enrollment history
- Student schedule
- Additional documentation as applicable
 - i.e., corresponding unique student/course/school/program type documentation outlined in the Student October Count Audit Resource Guide for 2021
- A short narrative may be useful to provide context regarding unique student circumstances not made clear by other documentation
- Attendance verification (Additional considerations on next slide)



Expanded Attendance verification

- Include attendance for the entire months of September AND October (not just the count window).
- Attendance reports generated out of student information systems (SIS) can be used to verify in-person learning.
- SIS reports alone will not be sufficient to evidence attendance during online and/or remote (asynchronous) learning.
 - Documentation must evidence actual off-site participation/attendance per district, school, or program policies and/or Online Assurances.
 - Documentation must include course-level attendance.





For each student, please upload one assembled document using the following naming convention:

- District Number_SASID_Student Last Name_Student First Name
 - For example: 0010_9999999991_Smith_John.pdf



0010_9999999991_Smith_John.pdf

Each assembled document should contain all required audit documents necessary to support funding.

If necessary, a single folder for each student may be used instead.



If your district is conceding funding for a student (i.e., your district submitted the student for funding in error), you must still upload a document for the student, with the following naming convention:

- District Number_SASID_Student Last Name_Student First Name_**Concede**
 - For example: 0010_9999999991_Smith_Jane_**Concede**.pdf



0010_9999999992_Smith_Jane_Concede.pdf

This document can be blank.

Scenarios and Considerations





Under **most** circumstances, the following **general** principles are considered in combination with the **total picture** provided by the supporting documentation:

- A district using the official count date takes precedence over a district using an alternative count date
- A district providing a full-time program of services to a student takes precedence over a district providing a part-time program of services
- If a student meets the attendance criteria on the count date at multiple districts (which use the same count date), the receiving district generally takes precedence
- Preschool and homeschool students may only be funded in a single district (funding cannot be split)
 - For these students, the district of residence generally takes precedence over other districts



- The following slides cover some common scenarios that frequently arise during the duplicate count.
- The specific circumstances surrounding a given scenario will determine funding decisions.
- ***Districts are encouraged to upload an expanded body of documents for contested students.***

Alternate Count Date Scenarios





In the event a student meets the funding criteria at multiple districts, and **each district is using a different count date**, the following is the general count date “hierarchy” that is used to determine which district is eligible to submit the student for funding:

1. District using the official pupil enrollment count date (10/1)
2. District using an approved alternative count date (either before or after the official pupil enrollment count date)
3. District who has a student who transfers in during the 11-day count window from another Colorado public school district after the pupil enrollment count date
4. District who has a student who transfers in during an alternative 11-day count window from another Colorado public school district after the alternative count date

Whenever possible, districts should try to resolve duplicate count issues related to count date/enrollment prior to the duplicate count process.

Official Count Date Takes Precedence



Districts using the pupil enrollment count date (10/1) will always have precedence over those that are using an alternative count date

- This is true whether the alternative count date comes before or after the pupil enrollment count date
- This is also true of districts using the alternative preschool count date of November 1—the October pupil enrollment count date takes precedence!

Example:

- **District A** used the pupil enrollment count date of 10/1
- **District B** used an alternative count date of 10/7
- The student met the funding requirements at both districts

District A is allowed to count the student for funding.



If a student meets all funding requirements at two different districts which both had an approved alternative count date:

the receiving district is eligible to include the student for funding.

Example:

- **District A** had an approved alternative count date of 9/23.
- **District B** had an approved alternative count date of 10/6.
- Student was enrolled at **District A** until 9/27, at which time the student transferred to **District B**.

Even though funding criteria were met at both districts, **District B** (the receiving district) is allowed to submit the student for funding

Simultaneous Enrollment Scenarios



Students Enrolled in both a Full-Time and a Part-Time School/Program



If a student is enrolled full-time in both an approved public school or program *and* a part-time program in another district

- AND the student meets schedule and attendance requirements in both districts
- AND the student continues to be participating in both at least through the last day of the 11-day count window

The full-time school or program will generally be allowed to submit the student for full-time funding

When in doubt, both districts are encouraged to submit audit documentation during the duplicate count.

Students Enrolled Full-Time at an Approved Online School/Program and Part-Time at a Brick-and-Mortar School



If an online school is providing a full-time educational program and a brick-and-mortar school is providing a part-time program:

Full-time funding will likely go to the full-time (online) program

Note: The district of residence is **not** obligated to provide supplemental educational opportunities to a student enrolled full-time in an approved public online school or program

- Brick-and-mortar schools may consider requiring tuition for these students
- Such decisions are left up to each individual district

When in doubt, both districts are encouraged to submit audit documentation during the duplicate count.

NEW—Student being reported as part-time at two different districts but not reported as home-school



Generally, if a student is receiving educational services by multiple districts, one of those districts has taken on the primary responsibility for the student's education (i.e., the district from which the student would graduate).

- The district primarily responsible for the student's education will usually have a contractual agreement with the secondary district to provide services.

If two districts are reporting a student for part-time funding:

- AND neither district has indicated the student is a home-based education student
- AND the duplicate count document review shows the student is actually a home-based education student

The student will be treated as a home-based education student enrolled in two districts (as discussed later in the presentation)

Unless it is determined the student is actually a home-based education student, neither district will be asked to change the reported funding code.

Transfer Scenarios





If a transferring student meets the attendance criteria on the count date at multiple districts (who are all using the same count date):

the receiving district is generally eligible to submit the student for funding.

Example:

- Student was enrolled and attended at **District A** in the morning on the pupil enrollment count date (10/1)
- The student then transferred to **District B** and attended in the afternoon on the pupil enrollment count date (10/1)

Even though the student met all funding criteria at both schools on the pupil enrollment count date, **District B** (the receiving district) is eligible to count the student for funding

Transferring around the Pupil Enrollment Count Date



If a student meets the attendance criteria on the count date at multiple districts (using the same count date):

the receiving district is generally eligible to submit the student for funding

Example:

- Student was enrolled and attended at both **District A** and **District B** during the count window **before/on and after count day**
 - Most likely to occur with students engaged in online or remote learning
- Student stopped attending **District A** prior to the last day of the **11-day count window**
- The student continued attending **District B** at least through the last day of the **11-day count window**

Even though the student met all funding criteria at both schools on the pupil enrollment count date, **District B** (the receiving district) is eligible to count the student for funding

Students Transferring Within-State into a District After the Pupil Enrollment Count Date

If a student transfers from one Colorado public school district to another after the pupil enrollment count date but during the 11-day count period:

- AND the student met the funding criteria at the sending district:

the sending school district is generally eligible to submit the student for funding

However, if the student did NOT meet the funding criteria at the sending district:

the receiving district is generally eligible to submit the student for funding

Example:

- Student was enrolled and attended at **District A** in September (prior to the pupil enrollment count date)
- The student then transferred to **District B** and attended on 10/2, after the pupil enrollment count date (10/1)

District B is eligible to submit the student for funding

For additional information please refer to the “Transfer Student (Enrollment Exceptions)” section of the Student October Count Audit Resource Guide.

Home-school & Preschool Scenarios



Preschool Students Enrolled Simultaneously in Multiple Districts



Preschool students can only be funded with a full-day program-experience at one location, regardless of funding combination (CPP/ECARE, SPED/CPP or ECARE, etc.)

If a preschool student is attending two different districts part-time simultaneously, and both districts are using the same count date:

The district of primary residence will receive funding for the student

If neither district is the district of residence, or if it is not clear which district is the district of residence (e.g., due to an ambiguous custodial agreement):

Both districts should submit documentation for consideration during the duplicate count process as additional information (such as length of enrollment) will be considered

Home-school Students Enrolled Simultaneously in Multiple Districts



Home-school students are eligible for a maximum of 0.5 FTE, meaning funding cannot be split for these students

If a home-school student is participating in two part-time programs simultaneously at two different districts, and both districts are using the same count date:

The district of primary residence will receive (part-time) funding

If neither district is the district of residence, or if it is not clear which district is the district of residence:

Both districts should submit documentation for consideration during the duplicate count process as additional information (such as length of enrollment) will be considered

Home-school Students Enrolled Simultaneously in Multiple Districts



Home-school students are eligible for a maximum of 0.5 FTE

If a student is participating in a full-time program at one district, and another district has reported them as a **non-funded** home-school student:

- The district claiming the student for funding must upload documentation showing the student is eligible for full-time funding
- The district who flagged the student as home-school is **not** required to upload anything
 - Depending on the results of the full-time district's documentation, may be required to remove the home-based education flag from their snapshot

Districts are strongly encouraged to work collaboratively to determine which district should submit each student for funding before the deadline for submitting duplicate count documents.



If districts cannot come to a resolution regarding who is eligible to submit the student for funding, then both districts should submit their expanded body of documentation for funding consideration.

Pupil Count Webpage:

http://www.cde.state.co.us/cdefinance/auditunit_pupilcount

Duplicate Count

- 2021-22 Duplicate Count Training and Scenario Webinar--
coming soon!
- [Duplicate Count Process Overview \(Vimeo link\)](#) (NEW 10/5/21)
- [Duplicate Count Documentation Quick Reference \(PDF\)](#)
- [Audit Resource Guide Duplicate Count Appendix \(PDF\)](#)
- [Syncplicity Instructions \(PDF\)](#) ([View training recording](#))

Contact:

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Website: <http://www.cde.state.co.us/cdefinance/auditunit>

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