
DEPARTMENT OF EDUCATION

Colorado State Board of Education

RULES FOR THE ADMINISTRATION OF SCHOOL AND LOCAL EDUCATION AGENCY CODES

1 CCR 301-115

1.00 STATEMENT OF BASIS AND PURPOSE

1.01 The Colorado Department of Education assigns a school code to each Colorado public school and assigns a local education agency (LEA) code to each Colorado public school district, board of cooperative services and the Charter School Institute. Assigning school and LEA codes allows the Department to accomplish the following non-exhaustive list of obligations to:

- 1) Administer, manage, and maintain a comprehensive data collection and reporting system for collecting and reporting data as required by sections 22-11-501 et seq., C.R.S.;
- 2) Administer the requirements related to public schools under the Education Accountability Act, sections 22-11-104 et seq.;
- 3) Ensure consistency for each public school and LEA across multiple state and federal statutory programs;
- 4) Determine qualification for grants and other funding; and
- 5) Streamline and reduce overall data-reporting obligations, as required by the Data Reporting and Technology Act, sections 22-2-301, et seq., C.R.S. and section 22-11-503(4).

1.02 Because decisions about how to assign school and LEA codes can impact the rights and obligations of public schools and LEAs, particularly under the Education Accountability Act, the State Board promulgates these rules pursuant to section 22-11-104(1), C.R.S. to provide guidance and standards by which these decisions can be made.

2.00 PROCESS FOR ASSIGNING SCHOOL AND LEA CODES

2.01 The Commissioner shall appoint a School Code Review Committee (SCRC) representing a cross-section of the Department's functions. The Committee shall consider and resolve all requests to issue, retire (e.g., through school closure), or alter any school or LEA

code and shall resolve such requests by written determination. While considering requests, the Committee may ask for additional information from requesters. The Committee shall post on the Department's website an annual deadline for submitting requests.

2.02 If a requester disagrees with the Committee's decision regarding the assignment of a school code (e.g., denying a request for a new code or assigning the code from a closing school to an existing school because the weight of the students from the former school will now attend there), the requestor may ask the Department to reconsider. The requestor may submit additional information for the Department's review, using the process set forth on the Department's website. The request for reconsideration shall be reviewed by Department leadership in the Data Operations Unit and the School Quality and Support Division. If the recommendation of the Department's designees from these units is to uphold the decision of the Committee, the designees will seek final approval from the Commissioner to uphold the decision. The Department will issue a written response regarding its decision on the request. At this point, the decision will be final.

2.03 The Department shall apply a substantially similar process when assigning LEA codes.

3.00 STANDARDS FOR ASSIGNING SCHOOL AND LEA CODES

3.01 Each public school shall be assigned a single code. Public school is defined in section 22-11-103(28), C.R.S. The Department shall publish an operational definition of public school by February 1st of each year. In developing this definition, the Department shall consider the legislative objectives described in sections 22-11-102 and 22-11-501, C.R.S. The Department shall also ensure that the definition is aligned to then current federal standards as required by sections 22-11-201(1)(a) and 22-11-204(6)(a), C.R.S.

3.02 Upon any request to issue, retire, or alter any school code, the Department shall give great but not dispositive weight to student enrollment. A school code will generally follow the weight of the students in order to ensure data integrity (e.g., graduation reporting, longitudinal data), meet federal data reporting requirements, and provide ongoing support related to school and LEA accountability.

3.02(1) To give weight to student enrollment when reviewing a school code request, the Department will begin with the following presumptions:

3.02(1)(a) If a school or schools merge into another school that provides essentially the same grades, the smaller entity's or entities' school code(s) would be retired while the larger entity's school code should survive.

3.02(1)(b) When two or more schools of equal size or with different grade spans are merged within an existing or new physical locations, the school code for the existing entities can be retired and a new school code granted.

3.02(1)(c) Even if an LEA does not call something a consolidation or merger, the Department may consider a closure to be a merger or consolidation for purposes

of school code assignment. For example, a district closes School A and seeks to retire the school code for School A. The district anticipates that School B will absorb the students of School A and that School B will now have a substantial majority of its students that came from School A. In this situation, the Committee will start with the presumption that School B will take on the prior school code for School A.

3.02(2) The Department will then consider the following in order to determine whether the above presumptions in 3.02(1) will be overcome (or rebutted) or whether the presumptions will stand:

3.02(2)(a) the enrollment boundaries for the new or surviving school(s) and the expected impact of choice on enrollment patterns;

3.02(2)(b) whether the request pertains to online or brick-and-mortar schools;

3.02(2)(c) the accountability history of the schools in question and whether supports to improve student outcomes will be impacted (e.g., grant funding);

3.02(2)(d) organizational, curricular, or programming model differences between the closing school(s) and the new or surviving school;

3.02(2)(e) leadership and staffing differences between the closing school(s) and the new or surviving school;

3.02(2)(f) facilities for the new or surviving schools (e.g., new construction vs. existing facilities);

3.02(2)(g) grades served;

3.02(2)(h) whether the requested action is part of a State Board order; and

3.02(2)(i) any other information relevant to the request.

3.03 The Department shall develop specific guidelines for the implementation of the standard in section 3.02 of these rules, which must be published by February 1st of each year.

3.04 The Department's determinations may include (but need not be limited to):

3.04(1) Granting the request without modification;

3.04(2) Treating a proposed closure of a code as a merger of existing codes;

3.04(3) Treating a proposed new code as a continuation of an existing code; or

3.04(4) Assigning new codes when the grade span of an existing code changes substantially.

3.05 If the State Board approves closure as a pathway or as a part of early action, the State Board will include in its final order whether the school code should be retired.

3.06 The Department shall assign each LEA a single LEA code. The Department shall apply a substantially similar analysis to the assignment of LEA codes as it uses to assign school codes.