

Student October Count October 16, 2018
Office Hour:
Transfer Enrollment Exceptions and
Free/Reduced Lunch Eligibility

Transfer Enrollment Exceptions

The Basic Idea of the Transfer Enrollment Exception

- Student who enrolls after the count day, but during the window and is not eligible for funding in another local education agency (LEA) can be eligible for funding.
- These students need to meet specific requirements.
- If the students do meet the requirements, you will need to fill out a request (found at: http://www.cde.state.co.us/datapipeline/snap_studentoctober and called “Transfer Date Exception Template and Instructions” under the Templates heading) to make sure the snapshot procedures include them in your count.

Pupil Enrollment Count Date and 11-Day Count Period

- The pupil enrollment count date was Wed., Oct. 3, 2018
- The 11-day count period will vary by district depending on the district's approved board calendar for 2018/2019. It includes:
 - The 5 school days preceding the pupil enrollment count date (10/3) and
 - The 5 school days following the pupil enrollment count date

11-Day Count Period

- If the district had an approved alternative count date, then the same would apply to the alternative count date (5 days preceding and 5 days following)
- If a district has a school that followed a different calendar than the board approved calendar, the 11-day count period would still be determined by the district's approved calendar unless the district requested and was granted an alternative count date or window for the school

In order to be eligible for funding, a student must have established attendance on or before the pupil enrollment count date (10/3) or alternative count date, UNLESS the student met one of the Transfer Enrollment Exception criteria.

Transfer Enrollment Exceptions

If a student enrolls after the pupil enrollment count date, but before the end of the 11-day count period, the student may be eligible for funding if:

- The student established enrollment and attendance at the district prior to the end of the 11-day count period AND
- The student has a schedule at the district prior to the end of the 11-day count period AND
- The student was not eligible to be included for funding by another Colorado public school district/school

If a student withdraws from a district school prior to the pupil enrollment count date and enrolls in another school within the same district after the count date, the district may be able to include the student for funding.

Additional Documentation:

- District enrollment history
- Attendance from both schools
- Schedules from both schools

Within-State Transfers

If a student transfers into a district from another Colorado public school/district after the pupil enrollment count date (but before the end of the 11-day count period), the student may be eligible for funding.

Additional Documentation:

- Attendance document from the prior CO public school showing the student established attendance during the current school year prior to the pupil enrollment count date
- Receiving district enrollment history
- Attendance from receiving district showing student established attendance during the 11-day count period
- Schedule at receiving school district that was established prior to the end of the 11-day count period

Out-Of-State Transfers

If a student transfers into a district from out of state or country after the pupil enrollment count date (but before the end of the 11-day count period), the student may be eligible for funding.

Additional Documentation:

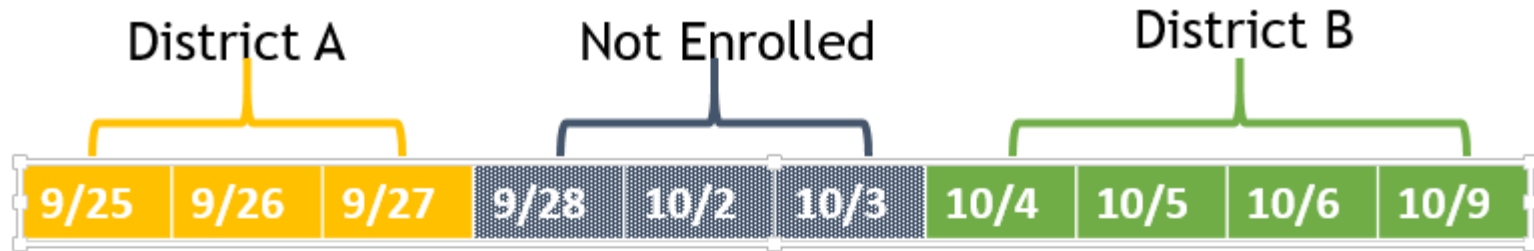
- Documentation showing the student moved into CO during the current school year from another state or country
- Receiving district enrollment history
- Attendance from receiving district showing student established attendance during the 11-day count period
- Schedule at receiving school district that was established prior to the end of the 11-day count period

Transfer Enrollment Exceptions

This student type or scenario is addressed in the Student October Count Audit Resource Guide for 2018 on pages 60-61 and Appendix D.

<http://www.cde.state.co.us/cdefinance/studentoctobercountauditresourceguide2018>

Within-State Transfer Basic Example



- Student has established attendance in the current year in a Colorado LEA (District A)
- Student stops attending prior to count day
 - Attendance is key, if a student did not officially withdraw until after the count day you still cannot them unless they were in attendance on count day or after
- Student Enrolls and is in attendance during the window in District B then District B can request a transfer enrollment exception

Transfer Enrollment Exceptions

Once you know a student is a transfer enrollment exception and you can count them.

- Then submit and Transfer Enrollment Exception Request
- Via Syncplicity (your district's folder will have your district number, district name and student at the end e.g. 0000-TEST DISTRICT-Student)
- Template is named:
 - Transfer_Date_Exceptions_Request_Instructions_Template.xlsx
 - Can be found on Student October website or in many Syncplicity folders

	A	B	C	D	F	G	H
1	Enter all the alternate count date requests you have not yet submitted for the school year.						
2	All fields are required.						
3	District Code	School Code	SASID	alt date	reason	Requester name, phone, email	
4	9998	9988	99999999999	10072016	Student Transferred from Utah	Morgan Holmgren, 303-866-6961	
5							
6							
7							
8							
9							



Lunch Eligibility Status

Lunch Eligibility Status

In the Student October Count data submission, districts must assign a free and reduced lunch status to each student:

- 00- paid/not eligible
- 01- Free lunch eligible
- 02- Reduced lunch eligible

Reported lunch status in the data submission should reflect what the student's known status was as of the pupil enrollment count date (10/3) or alternative count date (if applicable).

Please Note:

- Students reported as Free or Reduced Lunch Eligible in October Count should be identified prior to the Count Day
 - This is for students you identify via survey or application
 - Students who are categorically identified can be identified after the count day by your LEA
 - CDE provides these lists and ensures that students were eligible for Free Lunch by the Count Day
- How is this data used?
 - At-Risk Funding from CDE
 - Data Reporting on students who are Economically Disadvantaged
 - FRL is the most common proxy for measuring the economic status of students.

In the event a district has received NO documentation during the current school year to evidence ANY lunch eligibility status for a student, the district may use prior year documentation as evidence of lunch eligibility if one of the following applies:

- District qualifies to use the carryover provision because the pupil count date fell within the first 30 school days per the district's board approved calendar OR
- District requested and was granted a variance waiver that allowed for the use of prior year documentation

Districts must have documentation to support the reported lunch status. Documentation may include:

- Direct Certification (free)
- Applications for Free and Reduced Priced School Meals (free or reduced)
- Family Economic Data Survey (FEDS) forms (free or reduced)
- Categorical Designation Lists (homeless, migrant, foster, etc.) (free)
- Head Start documented participation (free)

- Students should be marked based upon Eligibility and not actual provision of service
 - Students who are not receiving nutrition services, but are eligible for services should still be reported at their eligibility level
 - Students should not be marked as Free Eligible if the LEA/School is participating in Community Eligibility without appropriate documentation of eligibility
 - Remember documentation can be used for up to 4 years for students in LEAs/Schools participating in Community Eligibility

Please Note:

- Once a student has been identified eligibility lasts for the remainder of the current school year
 - plus 30 school days into the next year

Districts receive at-risk funding based on the data they report in the Student October Count data submission. At-risk funding takes into consideration the count and percent of free lunch eligible students only.

When the district's pupil count is audited by the School Auditing Office, documentation for a sample of students reported as free lunch eligible is also reviewed to ensure accurate reporting of free lunch eligibility status.

At-Risk Count Resources

An audit resource guide and additional materials can be found on the School Auditing Office's At-Risk/Free Lunch Count webpage:

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

Contact Information

Student October Contacts

Genevieve Hale-Student October Count Collection lead in Data Services
hale_g@cde.state.co.us or 303-866-6970

Rebecca McRee-Audit Supervisor, School Auditing Office
audit@cde.state.co.us or 303-866-6805

Rachael Burnham-Nutrition Programs Principal Consultant
burnham_r@cde.state.co.us or 303-866-6450