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**COLORADO**  
Department of Education

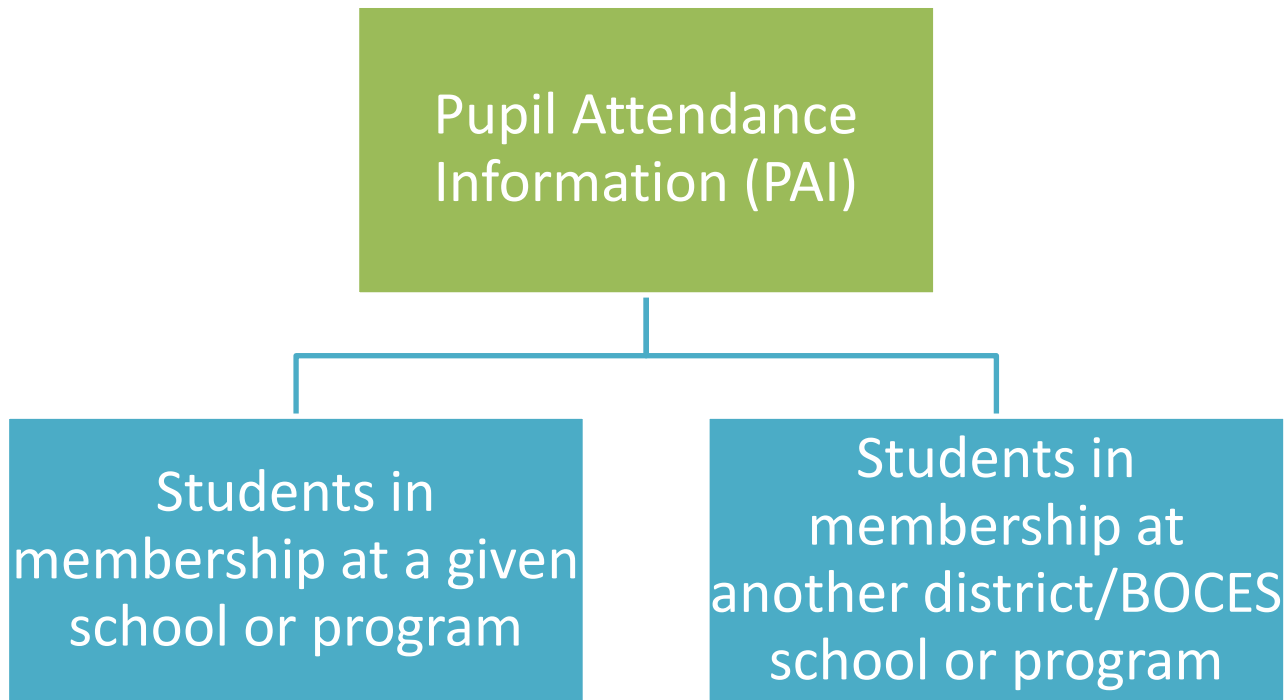
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# **Student October Count Office Hour: FRL Coding, PAI Codes, Non-Program School Codes, & Transfer Enrollment Exceptions**

2021-2022

# Pupil's Attendance Information (PAI) Codes

## Pupil's Attendance Information (PAI)



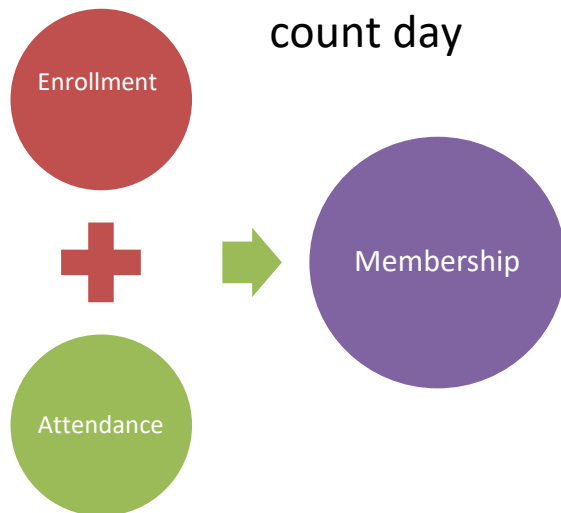
# 2021-2022 Student October Office Hour

## Which Students get included in Student October?

- Students in membership at your district's schools (PAI=01-08)
- Students your district is contracting with an outside program/district/BOCES to educate (PAI=24-33)

## What is membership?

- Enrolled by the count day (or alternate count day)
- Attendance on count day OR
  - Has established attendance prior to count day during the current school year AND resumes attendance within 30 days following the count day



## 01-08 PAI codes

01-Resident, Designated School

02-Resident, School of Choice (Open Enrollment)

03-Resident, Non-District Site (Expelled, Preschool)

04-Non-Resident, Choice (Public Schools of Choice)

05-Non-Resident, Non-Choice

08-Resident, Non-Choice

**These codes are for students being educated in the district reporting them. Resident/Non-resident should be determined by the district associated with the residence of the parent(s).**

## **Resident Pupils Attending an Educational Program Not Operated by the Reporting District**

- 24 – Court Mandated Juvenile Detention
- 27 – Non-Public Schools (Contractual Agreement)
- 28 – Outside of Colorado Public Education Agency
- 29 – Outside of Colorado Non-Public School
- 30 – Colorado Public Agency (Contractual Agreement)
- 31 – School District or BOCES (Contractual Agreement)
- 33 – Online Schools (Contractual Agreement)

**These codes are used for students who are residents of reporting district, but the district is not educating the student**

## How to report students in a BOCES

- Is it a BOCES program or school?
- BOCES cannot report students for funding in both situations' districts must report appropriate funding code

### Programs



- No school code
- Report student at their home school (do not use '0000')
- 01-08 PAI
- Non-School Program = 03

### Schools



- Have a school code
- Report at BOCES school code, do not use '0000'
- Use 31 (Brick and Mortar) or 33 (Online)
- Non-School Program = 00

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## BOCES Schools

9130	EXPEDITIONARY BOCES	2840	ROCKY MOUNTAIN SCHOOL OF EXPEDITIONARY LEARNING
9175	COLORADO RIVER BOCES	6134	YAMPAH MOUNTAIN SCHOOL
9035	CENTENNIAL BOCES	3997	INNOVATIVE CONNECTIONS HIGH SCHOOL
9170	EDUCATION REENVISIONED BOCES	1550	COLORADO PREPARATORY ACADEMY HIGH SCHOOL
9050	SAN JUAN BOCES	8121	SOUTHWEST COLORADO E-SCHOOL
9035	CENTENNIAL BOCES	1607	CENTENNIAL BOCES HIGH SCHOOL
9170	EDUCATION REENVISIONED BOCES	1448	COLORADO PREPARATORY ACADEMY ELEMENTARY SCHOOL
9170	EDUCATION REENVISIONED BOCES	1501	COLORADO PREPARATORY ACADEMY MIDDLE SCHOOL
9170	EDUCATION REENVISIONED BOCES	6971	PIKES PEAK ONLINE SCHOOL



# Non-School Program

## Used by CDE's School Auditing Office to identify students with unusual school schedules

### Definition

- An indicator that a student is being educated in a program without a school code.

For purposes of this field, “non-school program” refers to those programs that are run by a district, BOCES or third-party entity in which a student is receiving all of his/her educational services delivered through this program. *These programs do NOT have assigned school codes.*

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Codes for Non-School Program		
00	No	The Student is receiving his/her educational services through the school at which he/she is reported for funding, and is NOT enrolled in a non-school program. Or in other words, the student is not receiving all of their education through a non-school program.
01	Single District Online Program	Student is primarily enrolled and receiving all of their educational services through an approved single-district on-line district program.
02	District Run Program	Student is receiving all of their educational services through a program that is run and operated by the reporting district. This includes a: <ul style="list-style-type: none"><li>- District program where the physical location is within an existing district school building, but is following a different calendar and/or bell schedule from the rest of the school.</li><li>- District program where the physical location is NOT within an existing district school building.</li></ul>
03	School District or BOCES Program	Student is receiving all of their educational services through a program that is run and operated by another district or BOCES .
04	Third Party Program	Student is receiving all of their educational services through a program that is run and operated by a third party with which a district has a contractual agreement.

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01	<p><b>Single District On-Line Program</b> – Student is primarily enrolled and receiving <u>all</u> of their educational services through an approved single-district on-line district program.</p> <p><a href="#">The list of single district programs can be found on the online and blended learning webpage.</a></p> <ul style="list-style-type: none"><li>• For the 2021-22 school year only, if a district is using an existing, approved online program to provide a 100% remote learning option for students within the district as a response to public health and safety measures associated with the COVID-19 pandemic, then these students should be coded with a “Non-School Program” code of 05 (see below).</li></ul>
05	<p><b>100% Remote Learning Option</b> (Applicable for the 2021-22 school year only) – Student is receiving all of their educational services through a 100% remote learning option implemented by the district/school and/or provided by the district to families who, because of public health and safety measures or precautions associated with the COVID-19 pandemic, do not want their student(s) to receive in-person learning for the duration of a term as defined by the district (e.g., hexter, quarter, semester, full-year, etc.).</p> <ul style="list-style-type: none"><li>• Students access all courses from a location other than the school building where they are enrolled and would be attending if not for the COVID-19 pandemic, including when a school is offering “pod spaces” for students to do their remote learning with adult supervision and internet access.</li><li>• This includes districts that are using an existing approved online school or program to provide a 100% remote learning option for students due to public health and safety measures or precautions associated with the COVID-19 pandemic.</li><li>• This does NOT include students participating in <u>hybrid learning options</u> where they are receiving both in-person and remote learning at the student level because of public health and safety measures associated with the COVID-19 pandemic.</li><li>• This does NOT include students who are participating in a short term/<u>temporary remote learning option</u> when they are quarantined due to COVID-19 exposure/illness, or shift to 100% remote learning as a result of an executive order or local public health order suspending in-person learning, county COVID-19 dial levels indicate higher-risk, or other types of locally-determined precautions related to COVID-19.</li></ul>

- ✓ Updated wording to 01 Option
- ✓ Added new Non-School Program Option 05



# 2021-2022 Student October Office Hour

- If a district is paying another entity to educate one of its students, the district may submit the student for funding as long as the student meets the funding requirements. These students include those with a PAI > 08 and/or those with a non-school program code of 03 or 04.
- It is the district's responsibility to obtain all required audit documentation from the other entity prior to the start of the audit.
- Required audit documentation for 3<sup>rd</sup> party contract students includes, but is not limited to:
  - Calendar(s)/Bell schedule(s)
  - Enrollment/attendance verification
  - Student schedule
  - Agreement/contract between district and contracted entity
  - Tuition payment verification

# Transfer Enrollment Exceptions

## Transfer Enrollment Exceptions

- In order to be eligible for funding, students must have established attendance with the district on or before the pupil enrollment count date unless they meet one of the transfer enrollment exceptions allowing for students to establish attendance after the pupil enrollment count date, but before the end of the 11-day count period.
  - Includes in-state and out-of-state transfer students
  - Will need to provide additional documentation to show that the student met one of the enrollment exception requirements for funding purposes.
  - Must meet criteria outlined in the Student October Count Audit Resource Guide section on Transfer Enrollment Exceptions
  - You must fill out Transfer Date Exception template to have student counted

# Free & Reduced Lunch Reporting & At-Risk Funding



# 2021-2022 Student October Office Hour

- Please note that for the 2021-22 school year, if your district or individual schools are participating in the Seamless Summer Option where all students are eating for free, this does not mean that your district can automatically report these students as free lunch eligible in Student October.
- The district must have documentation to support free or reduced-price lunch eligibility in order to report a student as such in the Student October Count data collection.

# 2021-2022 Student October Office Hour

- **NEW**: Free and **Reduced-price** lunch eligibility status reported in Student October Count data submission is the primary determination of district's At-Risk funding
  - Funded students in grades K-12 only
- Valid lunch eligibility codes for the data submission include:
  - 00 = Not eligible/ Paid
  - 01 = Free lunch eligible
  - 02 = Reduced-priced lunch eligible

# 2021-2022 Student October Office Hour

## Application

- Student determined free, reduced-price, or paid based on household size and income or assistance program information

## Direct Certification

- Student determined free based on participation in an approved assistance program

# 2021-2022 Student October Office Hour

**If your district is operating a breakfast or lunch program, your district is required to provide free or reduced-price school meals.**

How do you do that, and how do you know when a household is eligible for free or reduced-price school meals?



A free, reduced price or denied/paid status is determined by either an application or direct certification.

# 2021-2022 Student October Office Hour

- Schools operating the National School Lunch Program (NSLP) use a free and reduced application. Regulation requires critical fields be included in the application.
- Schools not participating in NSLP must still capture eligibility information for purposes of At-Risk funding and do so by distributing and collecting the Family Economic Data Survey or a FEDES form.
- The same income guidelines and processing requirements are used when determining eligibility for a free and reduced application or a FEDES form.

# 2021-2022 Student October Office Hour

- There is a carryover provision whereby a student's prior year eligibility remains in effect until a new eligibility determination is made or, if no determination is made, for the first 30 operating days of the new school year
- If the count date falls within a district's carryover period, the district may report the student's carryover status (if no current year documentation has been provided)
- Documentation for current year eligibility and/or prior year eligibility must be maintained

# 2021-2022 Student October Office Hour

- If the carryover period ends prior to the count date, a district can request a variance waiver
- Variance Waiver - District requests an extension of the 30-day carryover provision for At-Risk October Count purposes only
  - Carryover in relation to school meal programs must follow standard drop-off and counting and claiming procedures

# 2021-2022 Student October Office Hour

- Students determined eligible for the following must be reported as free lunch eligible in the October Count submission:
  - Foster Children
  - Migrant Students
  - Homeless or Runaway Students
  - Head Start
- Categorical eligibilities must be confirmed via a district liaison list. Lists must contain student name and eligibility date
- Complete foster applications/FEDS form can be accepted at face-value
- See the School Meal Eligibility webpage for district liaison contacts:  
<https://www.cde.state.co.us/nutrition/schoolmealeligibility>



# 2021-2022 Student October Office Hour

## What do you need to know?

Know the pupil enrollment count date

Know which schools are:

- Participating in the National Lunch Program (NSLP)
- Participating in CEP or Provision 2
- Do not participate in the NSLP (e.g., charter schools, online schools, etc.)

Ensure direct certification is conducted as many times as possible from July 1 through the pupil enrollment count date (for all students)

- Have a process to include students in non-participating schools

Ensure nutrition records are syncing properly with your district's student information system (SIS)

# 2021-2022 Student October Office Hour

Colorado Department of Education

Team content > Pipeline

- Baseline  
3/8/2019 8:55 AM
- Human Resource  
2/3/2020 7:50 AM
- Report Card March  
3/1/2019 11:31 AM
- RITS  
11/12/2019 2:38 PM
- School Discipline and Attendance  
8/11/2020 3:01 PM
- Special Education EOY  
8/11/2020 2:51 PM
- Staff Profile  
12/5/2018 11:52 AM
- Student End of Year  
4/21/2020 2:13 PM
- Student October**  
4/7/2020 7:00 AM
- Student Profile  
8/4/2020 9:47 AM

**District Summary of Pupil Counts Comparison**  
Reports Current Year FRL Count and % vs. Prior Year

**School Summary of Pupil Counts Comparison**  
Reports Current Year FRL Count and % vs. Prior Year

Brooke Robinson [robinson\\_b@cde.state.co.us](mailto:robinson_b@cde.state.co.us)



# 2021-2022 Student October Office Hour

- ✓ Webinars Posted
  - Auditing Webinars:  
[https://www.cde.state.co.us/cdefinance/auditunit\\_trainings](https://www.cde.state.co.us/cdefinance/auditunit_trainings)
  - Data Services Webinars:  
[https://www.cde.state.co.us/datapipeline/snap\\_studenttoctober](https://www.cde.state.co.us/datapipeline/snap_studenttoctober)
- ✓ Know the pupil enrollment count date and carryover drop-off date
  - Use the “At-Risk Audit Resource Guide”  
[http://www.cde.state.co.us/cdefinance/auditunit\\_atrisk\\_freeandreduced](http://www.cde.state.co.us/cdefinance/auditunit_atrisk_freeandreduced)
  - Auditing Resources:  
[https://www.cde.state.co.us/cdefinance/auditunit\\_pupilcount](https://www.cde.state.co.us/cdefinance/auditunit_pupilcount)

# 2021-2022 Student October Office Hour

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## School Auditing Office

Rebecca McRee

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Website:

[https://www.cde.state.co.us/cdefinance/auditunit\\_atrisk\\_freeandreduced](https://www.cde.state.co.us/cdefinance/auditunit_atrisk_freeandreduced)

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## School Nutrition Unit

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Eligibility)

Benjamin Wetherbee  
(Provisional Programs)

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Website: <https://www.cde.state.co.us/nutrition>

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## Data Services Unit

Brooke Wenzel

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Website:

[http://www.cde.state.co.us/DataPipeline/snap\\_studentOctober.asp](http://www.cde.state.co.us/DataPipeline/snap_studentOctober.asp)