Student October Count
Office Hour:
September 26, 2018

Preparing for Audit
School Auditing Office
Compliance Audits

• The School Auditing Office conducts compliance audits that include a review of documentation for students reported in the Student October Count data submission as eligible for full or part-time funding
  - Funding codes 64, 80, 81, 82, 83, 84, 85, 91, 92, 94, 95

• Audits are conducted every 1-3 years

• In general, districts are notified at the start of the calendar year (January) as to whether they will be required to upload documentation for audit (by March), i.e., “engaged for audit”. The goal is to review uploaded documentation by the end of the calendar year (December).
For every student submitted for pupil count funding, districts are required to upload documentation including, but not limited to:

- Calendars/bell schedules
- Enrollment verification
- Attendance for the 11-day count period
- Student schedule (for all secondary students)
- Additional documentation as outline in the Student October Count Audit Resource Guide for various student types

A complete list of documentation can be found in the Guide or the audit process webpage
School Auditing Office Main Website
http://www.cde.state.co.us/cdefinance/auditunit

School Auditing Office Overview

About Us
This office performs compliance audits as required by the Public School Finance and Public School Transportation rules and law. The office provides technical guidance and support throughout the pupil count and transportation data submissions to assist districts prior to finalizing submissions. The School Auditing Office is part of the School Finance Unit within the School Finance and Operations Division.

Some forms recommended by the School Auditing Office may contain personally identifiable information of students. Because email cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses, forms with PI should not be emailed. Contact the intended recipient to mutually determine enhanced security options for transferring such information.

Pupil Enrollment Count Date and Mileage Count Dates

<table>
<thead>
<tr>
<th>Year</th>
<th>Pupil Enrollment &amp; Mileage Count Dates</th>
<th>11-Day Count Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Wednesday, October 3</td>
<td>Wed, Sept 26 - Wed, Oct 10</td>
</tr>
<tr>
<td></td>
<td>For Preschool Program Using the Nov. 1 Pupil Enrollment Count Date</td>
<td>Thursday, November 1</td>
</tr>
</tbody>
</table>
Audit Process Webpage
http://www.cde.state.co.us/cdefinance/auditunit_process

Supplemental Resources

Forms
- Audit District Contact Form (DOC)
- Syncplicity Instructions (DOC)

Document Checklists
- At-Risk Document List (PDF)
- Pupil Count Document List (PDF)
- Transportation CDF-40 Document List (PDF)

Audit Questionnaires
- Pupil Count Audit Questionnaire (DOC)
- At-Risk/Free Lunch Audit Questionnaire (DOC)
- Transportation CDF-40 Audit Questionnaire (DOC)

Presentations
A better quality recording will be posted after the next webinar
- The Audit Process (recording)
- Audit Process Webinar Presentation (PDF)

Audit Schedule
- Proposed Compliance Audit Schedule
Audit Contact Form & Questionnaires

On the Audit Process webpage, districts are encouraged to access, complete and submit updated audit district contact forms and audit questionnaires.

- Completed contact forms should be emailed to the audit mailbox ([audit@cde.state.co.us](mailto:audit@cde.state.co.us))

- Completed audit questionnaires should be uploaded to the district’s corresponding audit Syncplicity pupil count subfolder. It is recommended that these questionnaires be completed during the data submission period and uploaded shortly thereafter.
Audit Syncplicity Folders

- All districts have an Audit Syncplicity folder.
- The naming convention for these folders is:
  - District Number_District Name_Audit_FAST
    - Example: 0010_Mapleton_1_Audit_FAST
- Within these folders, there are 5 subfolders:
  - At-Risk Count
  - Audit Report
  - Duplicate Count
  - Pupil Count
  - Transportation
- Each subfolder has corresponding folders for a given Student October Count Data submission (Example: October 2018)
  - Districts will be asked to upload audit documentation to the corresponding subfolder
Because districts will be required to upload all audit documentation to CDE through Syncplicity, districts should ensure that they have the ability to provide documentation in electronic format.
When gathering electronic documentation for audit (and duplicate count):

- All documentation should be organized
- Each document should be clearly labeled

*How a district organizes their documentation will vary depending on the number of schools, programs, and student types it has. It’s recommended that subfolders be created (when appropriate). Please keep folder and document names as brief as possible.*
• Review the Student October Count Audit Resource Guide
  • Identify student types that are applicable to your district
  • Review Appendix E: Data Submission Codes Used to Identify Funded Student Types

• Verifying that all students have met the funding requirements
  • Review 11-day count period attendance
  • Conduct calendar and bell schedule calculations
    • Make sure bell schedules align with student schedules
    • Secondary students are scheduled for enough classes/periods
  • Collect documentation for unique student types

• Compare your district’s current year Student October Count data submission numbers to last year’s (counts/percentages- full-time kinders, transition, expelled, home school, free lunch, ASCENT, concurrent enrollment, 3rd party contract, etc.)

• Upload pupil count audit documentation to the audit Syncplicity folder once duplicate count is complete
## Appendix E: Data Submission Codes Used to Identify Funded Student Types

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Field</th>
<th>Student Interchange File</th>
<th>Value</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCENT</td>
<td>Postsecondary Program</td>
<td>Demographics</td>
<td>01</td>
<td>ASCENT students funded with a new current year ASCENT slot</td>
</tr>
<tr>
<td>ASCENT</td>
<td>Postsecondary Program</td>
<td>Demographics</td>
<td>09, 10</td>
<td>ASCENT students funded with carry forward ASCENT slot from prior school year</td>
</tr>
<tr>
<td>Concurrent Enrollment</td>
<td>Postsecondary Program</td>
<td>Demographics</td>
<td>02</td>
<td>Students enrolled in concurrent enrollment courses (and not participating in the ASCENT program)</td>
</tr>
<tr>
<td>Contractual Education</td>
<td>Non-School Program</td>
<td>School Association</td>
<td>03, 04</td>
<td>Students for whom the district is paying tuition to another entity to provide educational services</td>
</tr>
<tr>
<td>Detention Center</td>
<td>School Code</td>
<td>School Association</td>
<td>Many</td>
<td>Use valid detention center code in school code field. Or 0006 if your district is authorized to use this code</td>
</tr>
<tr>
<td>Dropout Recovery</td>
<td>Postsecondary Program</td>
<td>Demographics</td>
<td>08</td>
<td>Students participating in a dropout recovery program offered exclusively at a community college</td>
</tr>
<tr>
<td>Early College</td>
<td>Postsecondary Program</td>
<td>Demographics</td>
<td>07</td>
<td>Early college students who are enrolled in postsecondary courses.</td>
</tr>
<tr>
<td>Expelled</td>
<td>Expelled Education</td>
<td>School Association</td>
<td>1</td>
<td>Students receiving services through a program established for expelled students</td>
</tr>
<tr>
<td>First Graders Under Age 6 (submitted for full-time funding)</td>
<td>Entry Grade Level and Student Date of Birth</td>
<td>School Association</td>
<td></td>
<td>Any student with (1) a grade level of 010, (2) a funding code of 80, 91 or 92 and (3) is under the age of 6 as of the pupil enrollment count date</td>
</tr>
<tr>
<td>Foreign Exchange</td>
<td>Country of Parent’s Residence for Non-Residence Students</td>
<td>School Association</td>
<td>&lt;= &quot;000&quot;</td>
<td>Any value other than &quot;000&quot;</td>
</tr>
<tr>
<td>Home-School</td>
<td>Home Based Education</td>
<td>School Association</td>
<td>1</td>
<td>Home school students receiving some educational services through the district</td>
</tr>
</tbody>
</table>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>HSED</strong></td>
<td>Attends District Funded HSED Program</td>
<td>Demographics</td>
<td>1</td>
<td>Students enrolled in a high school equivalency degree (HSED) program</td>
</tr>
<tr>
<td><strong>Independent Study Courses</strong></td>
<td>Independent Study</td>
<td>School Association</td>
<td>1</td>
<td>Students receiving educational services in whole or part through a district independent study program or course</td>
</tr>
<tr>
<td><strong>Kindergarten (Eligible for Full-time Funding)</strong></td>
<td>Entry Grade Level and Public School Finance Status</td>
<td>School Association</td>
<td></td>
<td>Any student with (1) a grade level of 006 or 007, and (2) a funding code of 80, 83, 91 or 92</td>
</tr>
<tr>
<td><strong>Kindergarten (Under the Age of 5) - submitted for part-time funding</strong></td>
<td>Entry Grade Level and Student Date of Birth</td>
<td>School Association</td>
<td></td>
<td>Any student with (1) a grade level of 006 or 007, (2) a funding code of 82, 94, 95 and (3) is under the age of 5 as of the pupil enrollment count date</td>
</tr>
<tr>
<td><strong>Online Schools</strong></td>
<td>Public School Finance Funding Status</td>
<td>School Association</td>
<td>91, 92, 94, 95</td>
<td>Students primarily enrolled in an approved or acknowledged multi-district or single-district online school.</td>
</tr>
<tr>
<td><strong>Online Program - Single-District Online</strong></td>
<td>Non-School Program</td>
<td>School Association</td>
<td>01</td>
<td>Students who are primarily enrolled in a CDE acknowledged single-district online program</td>
</tr>
<tr>
<td><strong>Preschool</strong></td>
<td>Entry Grade Level</td>
<td>School Association</td>
<td>004</td>
<td>Any student with (1) a grade level of 004 and (2) a funding code of 64, 81, 83, 84</td>
</tr>
<tr>
<td><strong>PTECH Schools and Programs</strong></td>
<td>Postsecondary Program</td>
<td>Demographics</td>
<td>15</td>
<td>Students attending a PTECH school or program in their first 4 years of high school (Years 1-4)</td>
</tr>
<tr>
<td><strong>PTECH Schools and Programs</strong></td>
<td>Postsecondary Program</td>
<td>Demographics</td>
<td>16</td>
<td>Students attending a PTECH school or program in their fifth or sixth year of high school (Years 5-6)</td>
</tr>
<tr>
<td><strong>Transition</strong></td>
<td>Special Education Transition</td>
<td>Demographics</td>
<td>1, 2, 3, 4</td>
<td>Any value other than &quot;0&quot;</td>
</tr>
</tbody>
</table>
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Phone: 303-866-6970

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